

REQUEST FOR QUOTATION

21 June 2022

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR.2022.06.203

PR No. 6.029

REQUIREMENTS: SERVICE PROVIDER FOR PRINTING OF BUSINESS CARDS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICE PROVIDER FOR PRINTING OF BUSINESS CARDS (13 NAMES FROM DPD)</p> <p>SPECIFICATIONS: Quantity: 35 boxes at 100 pcs each Size: 8.90 cm x 5.11 cm Material Preference: IFEX-Cordenons Radiance New Evolution white, 280gsm Color Requirement: Front side: Full-color printing Back side: Full-color, using new 5 different destination images per name Printing Process: Offset, two-side full-color printing Other Requirements:</p> <ul style="list-style-type: none"> Layout to be supplied by TPB Suppliers should submit an actual sample of paper for evaluation purposes and for approval of MARCOM Creative Unit prior to awarding Upon receipt of the Purchase Order, the supplier should submit a proof sample for the Creative Unit approval prior to final printing. <p>Print Turnaround (Production lead time): Allowed 25 calendar days upon receipt of final proof</p>	PhP900.00	PhP31,500.00
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP31,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **28 June 2022 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

1. Mayor's Permit/ License 2022
2. Income/Business Tax Return
3. Company Profile/ Reference
4. PhilGEPs Certificate

Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

(MISS) GENESIS WEIYN B. LEE

Note: **All entries must be typewritten on your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.