

July 19, 2022

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2022.07.234

PR No. 7.041

Requirements: **Printing and Production of Corporate Giveaways for Philippine Travel Exchange (PHITX) 2022**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>SPECIFICATIONS/DELIVERABLES:</p> <p>CONFERENCE KITS</p> <p>A. LAPTOP BAG</p> <p>Quantity: 150 pieces (50 Buyers, 50 Sellers, 30 Media, 20 VIPs and others)</p> <p>Size: 15.6 inches: 40.5*30*10cm (Suitable for laptops within 39cm in length)</p> <p>Materials: polyester + local weave/textile (neutral color)</p> <p>Weave: Zipper Strap and Back strap</p> <p>Opening method: zipper</p> <p>Logo: Debossed / dark color</p> <p>Structure: zipper pocket, mobile phone pocket, certificate pocket, laptop pocket</p> <p>Breathable, waterproof, wear-resistant, shock-resistant</p> <p>Style: business casual</p> <p>B. APPOINTMENT NOTEBOOKS</p> <p>b.1 Notebook Sleeve</p> <p>Quantity: 150 pcs. (50 Buyers, 50 Sellers, 30 Media, 20 VIPs and others)</p> <p>Made of Bambi material with T'nalak combination</p> <p>Size of Sleeve:</p>	Php607,500.00	Php607,500.00

	<ul style="list-style-type: none"> o Spread: 13.5” x 8.25” o Folded: 6.75” x 8.25” <p>Size of T’nalak</p> <ul style="list-style-type: none"> o Wide: 1.5” 2. <p>b.2 Notebook with Card Holder</p> <p>Quantity: 150 pcs. (50 Buyers, 50 Sellers, 30 Media, 20 VIPs and others)</p> <p>Size:</p> <ul style="list-style-type: none"> o Cover folded: 13.50 cm (w) x 19.50 cm (h) o inside: 13.50 cm (w) x 19.50 cm (h) o Card plastic holder: 9.00 cm x 6.30 cm <p>Color Requirement:</p> <ul style="list-style-type: none"> o Cover: Hard thick acetate clear or any similar alternative (for approval of TPB), no printing (front & back cover) o Inside: 40 leaves, 1 color both sides o Breaker: 5 leaves – divider, full color both sides <p>Material Preference:</p> <ul style="list-style-type: none"> o Cover: Hard tick acetate or any similar alternative (for approval of TPB), no printing (front & back cover) o Inside pages: Rives Tradition ultra-white 100 gsm o Breaker: Rives Tradition ultra-white 170 gsm o Bus. card holder: Card plastic holder (should be pasted in all inside pages, top & bottom alternate) <p>Printing: Offset printing</p> <p>C. LANYARDS</p> <p>Quantity: 250 pieces (50 Buyers, 50 Sellers, 30 Media, 100 Organizing Committee, 20 VIPs and others)</p>		
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Specifications:

- **Size** : 2.00cm (width) x 47.00cm (length)
- **Material** : ¾” Satin Lanyard
- **Color** : Assorted Colors
- With G-hook ID holder and mobile string
- **Print Color** : White Stock – full color print
- **Colored stock** – one (1) color printing
- **Process** : two side sublimation printing
- **Others** : Design/Layout to be supplied by TPB Marcom
- **Packaging** : Should be inserted individually in the plastic pouch

BUYER’S GIVEAWAYS

D. VEGAN LEATHER TOTE BAG

Quantity: 75 pieces

Size: Height – 13.5” and **Length** – 16.5”

Material: Leather

Logo: Debossed / dark color

Max weight of content: 2kg

Magnetic Button Closure

Water-resistant

Colors: Black, Tan, Army Green, Burnt Amber, and Teal

E. CLASSIC INABEL BLANKET WITH HANDMADE CROCHET

Quantity: 75 pieces

Size: 54” x 75” (Double)

Material: Abel Cloth

Weave: Abel

Must be sourced from local weaving community (e.g. La Paz, Abra; Bontoc, Mt. Province; Ilocos)

SELLER'S GIVEAWAYS

F. JUTE TOTE BAG

Quantity: 80 pieces

Size: Length – 40cm X Width – 8cm X
Height – 40cm

Material: Jute

Zip closure, dual grab handles

*Design/Layout to be supplied by TPB
Marcom*

G. HANDWOVEN PLACEMENTS

Quantity: 80 pieces

Size: 12 x 18 inches

Material: Weave Cloth

Weave: Yakan

*Must be sourced from local weaving
community (e.g. Yakan Village,
Zamboanga; Malaybalay, Bukidnon,
Basilan)*

Other Requirements:

- Prospective bidders should submit the actual sample or similar design of the above giveaways as specified in the above specification during submission of bid.
- Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.
- Delivery package – tote bag will be packed in a double wall corrugated box with min./max weight of 13 to 15 kilograms.

Link for the actual Design/size of the
Corporate Giveaways

https://docs.google.com/document/d/1ZLu3qd_iF1YCPtmjlkBTYM9-LhsSwqc/edit?usp=sharing&oid=115432594454151174476&rtpof=true&sd=true

Terms	30 days from receipt of Invoice		
Delivery	30 days after the approved actual final sample		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php607,500.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **26 July 2022 at 5:00 pm**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Thank you very much.



ROSELLE D.. ROMERO

Acting Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr

Contact number: 02 8525 -7312 / 8525 – 9318 to 27

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

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

Suppliers must submit the following legal documents to be eligible to participate on the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit **(2022)**
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Omnibus Sworn Statement **(Annex "B")**
- f. Company profile (New Supplier)

ANNEX "A"

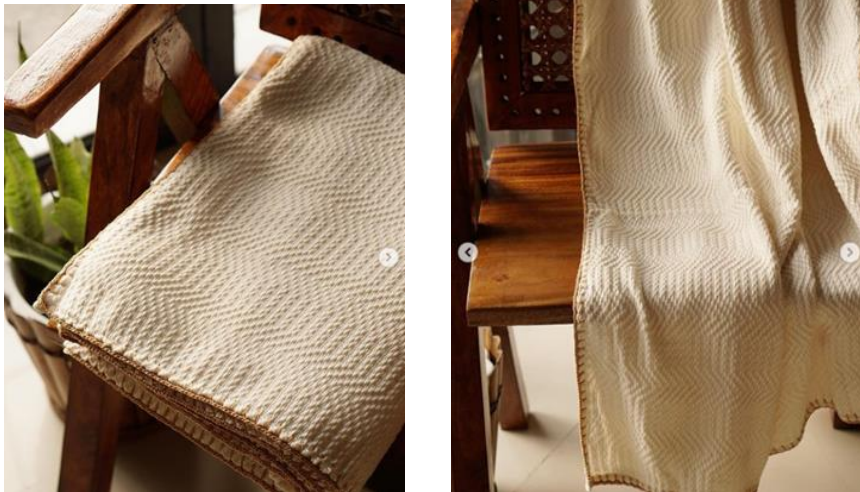
A. LAPTOP BAG



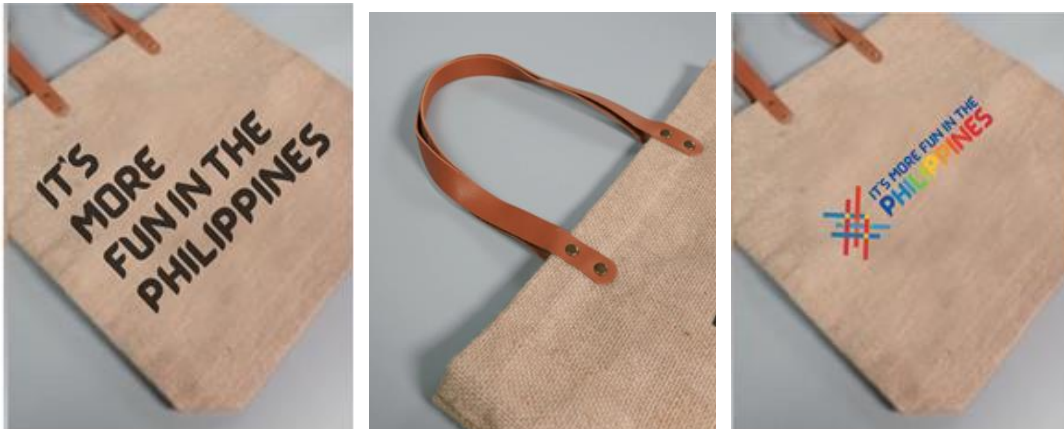
B. VEGAN LEATHER TOTE BAG



E. CLASSIC INABEL BLANKET WITH HANDMADE CROCHET



F. JUTE TOTE BAG



G. HANDWOVEN PLACEMENTS



https://docs.google.com/document/d/1ZLu3qd_iiF1YCPtmjlkBTYM9-LhsSwqc/edit?usp=sharing&oid=115432594454151174476&rtpof=true&sd=true

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or

any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form

of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]