

August 5, 2022

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2022.08.253  
**PR No. 8.009**

**Requirements:** **Printing and Production of Plaque of Appreciation and Tote Bag**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p><b>Plaque of Appreciation</b> <b>Specifications:</b> <b>Quantity:</b> 10 units of stylized wooden plaque (proposed layout guide attached) <b>Dimension:</b> At least 10 inches (length) x 6.5 inches (width) <b>Thickness:</b> 2-3 inches With personalized design per plaque (please refer to the attached for the text and layout) <b>(ANNEX "A")</b></p> <ul style="list-style-type: none"> <li>- Text must be engraved (with print)</li> <li>- Usage of additional plywood materials for the design</li> </ul> <p><b>Tote Bags</b> <b>Specifications:</b> <b>Quantity:</b> 250 pieces of tote/document bags which will serve as a seminar kit Tote Bag type with a Zip closure, dual grab handles with Banig Accent (refer to the attached layout guide) <b>Measurements:</b> At least 40 cm (length) x 7 cm (width) x 40 cm (height) <b>Handle:</b> 20 inches (length), 10 inches (drop); 1 inch (width) Expandable up to 2 to 3 inches <b>Materials:</b> Banig and Canvas <b>Color:</b> white <b>(ANNEX "A")</b></p>	Php175,000.00	Php175,000.00

	<p><b>Other technical requirements:</b></p> <ul style="list-style-type: none"> <li>- Submit the list of completed government and private projects similar to the contract to be bid within the last 3 years.</li> <li>- Non-submission of documentary requirements and the actual sample shall be ground for disqualification of the bid.</li> <li>- The Winning Bidder shall be determined not solely based on the amount of bid but shall also consider the overall compliance with the design and quality of the submitted sample.</li> <li>- The Winning Bidder shall warrant its performance in accordance with the specifications as stated in this Terms of Reference, and designs/concepts as approved by the TPB, and that all resulting defects or deviations shall be corrected by the winning bidder at its own expense immediately upon being informed thereof by the TPB.</li> </ul> <p><b>Schedule of Requirements:</b></p> <ul style="list-style-type: none"> <li>- Winning bidder shall be required to submit the final sample item for approval of the end user before mass reproduction 5 working days after the receipt of NTP.</li> <li>- <b><i>Delivery schedule must be within 15 working days from the date of receipt of the Purchase Order.</i></b></li> </ul> <p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>- Design Layout for Tote Bag and Plaque of Appreciation to be provided by TPB</li> <li>- Please submit a sample of the Tote Bag and Plaque during the submission of proposal</li> <li>- Supply and delivery at the 4th Floor Tourism Promotions Board, Legaspi Towers 300, P. Ocampo Street cor. Roxas Boulevard, Malate, Manila.</li> </ul>		
Terms	30 days from receipt of Invoice		
Delivery	15 days after the approved actual final		

	sample		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php175,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) not later than **12 August 2022 at 5:00 pm**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)  
Thank you very much.

  
**ELOISA A. ROMERO**

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.**

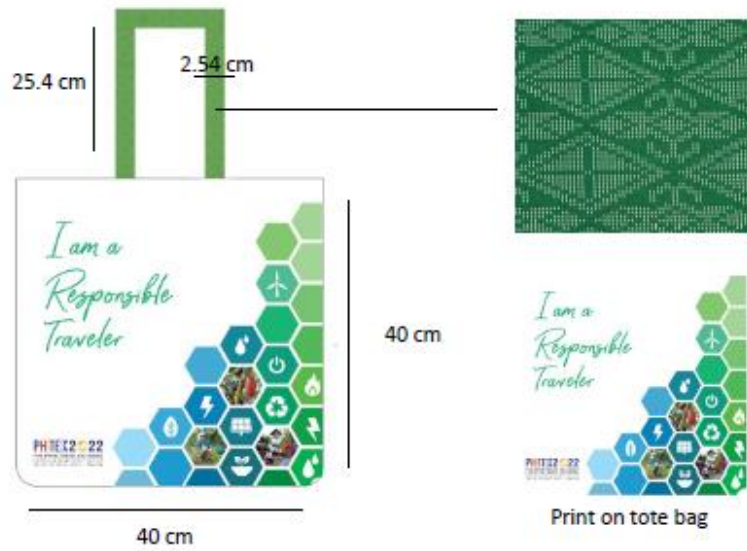
Price Validity shall be for a period of thirty (30) calendar days.

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)

ANNE "A"

PHITEX PEPTALK TOTE BAG WITH YAKAN WEAVE





PERSPECTIVE VIEW



SIDEVIEW

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*