

August 10, 2022

### REQUEST FOR QUOTATION

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

**RFQ No. TPB-RFQ 2022.08.258**

**PR No. 8.020**

**Requirements: Supply and Delivery of Office Supplier for 3<sup>rd</sup> Quarter 2022**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
100 pcs	BALIKBAYA box, 20 x 20 x 20 inches	Php135.00	Php13,500.00
30 bxs	CLIP, Backfold, 19mm, 12 pcs /box	8.76	262.80
50 bxs	CLIP, Backfold, 25mm, 12 pcs /box	15.22	761.00
20 pcs	HP TONER, HP416A (W2040A) Black	4,800.00	96,000.00
15 pcs	HP TONER, HP416A (W2041A) Cyan	6,000.00	90,000.00
15 pcs	HP TONER, HP416A (W2042A) Yellow	6,000.00	90,000.00
20 pcs	HP TONER, HP416A (W2043A) Magenta	6,000.00	120,000.00
20 pad	NOTEPAD, Stick-on, 3 x 3" (100s/pad)	54.08	1,081.60
20 pad	NOTEPAD, Stick-on, 3 x 4" (100s/pad)	59.28	1,185.60
50 pcs	SIGN pen, Black, 0.5	20.26	1,013.00
15 rlls	TAPE, Masking, 24mm x 50mm	55.40	819.00
40 rlls	TAPE, Transparent, 24mm x 50m	10.09	403.60
	<b>***nothing follows***</b>		
Terms	30 days from receipt of Invoice		
Delivery	7 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php415,026.60</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address ***bhong\_ducusin@tpb.gov.ph*** not later than **16 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.



**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 in 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 in the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (New Supplier only)
- f. Certificate of Authorized HP Reseller**