


19 August 2022

## REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2022.08.271  
**PR No. 8.040**

**Requirements:** **Supply and Delivery of Curated Giveaway Sets for TPB/DOT Korea – Online B2B Networking 05-06 October 2022**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 lot	<p>200 sets <b>Curated Giveaways</b></p> <p><b>Technical Specification:</b></p> <ol style="list-style-type: none"> <li><b>Philippine fabric face masks</b> <ul style="list-style-type: none"> <li>Washable face masks made of Philippine fabrics such as abaca, yakan, abel and binakul cloth.</li> <li>With interior pockets for the insertable filters</li> </ul> </li> </ol>  <p>Estimated cost : P200.00/pcs</p> <ol style="list-style-type: none"> <li><b>Small pouch</b> <ul style="list-style-type: none"> <li>Face mask pouch and can fit all types of regular-sized face masks</li> <li>Size: 13 x 10.5 x 1.2cm (Fits Ordinary Surgical Mask Size)</li> <li>Material: Plastic, with Antibacterial Nano Silver Ion AG+ Treatment</li> </ul> </li> </ol>	Php1,000,000.00	Php1,000,000.00



Estimated cost : P50.00/pcs

### 3. Essential oil roller

- Essential oils (in a simple packaging) to help calm the mind, have more focus and spark energy



Estimated cost : P280.00/pcs

### 4. Audrey Confectionaries Mango Caramel Cashew

- Dimensions: 18 x 18 x 2cm



Estimated cost : P500.00/pcs

### 5. Kaulayaw Drip Coffee

- 8 drips per pouch
- Either Kaulayaw, Banaue or Sagada Blend



Estimated cost : P350.00/pcs

#### 6. Handwoven scarf

- Size: 6-10" (width) ; 60-70" (length)
- Materials: 100% Cotton, featuring Philippine HABI farm-grown cotton (see below sample)



Estimated cost : P1,500.00/pcs

#### 7. Curated Vegan Leather Laptop Bag

- With laptop sleeves, gadget accessory pockets, outer accessible pockets and mousepads
- With Notebook, phone cards, pens and pencil organizers
- Size: 13" inch
- Materials: vegan leather
- Print: debossed "PHILIPPINES"
- Colors: 100 pcs midnight, 50 pcs dark oak , 50 pcs mud



Estimated cost : P2,000.00/pcs

#### 8. Packaging

- Packaging: Gift Box (Dimension:L- 27cm x W-37 cm x H-7 cm)
- Layout must be printed in full color
- Must be made of high-quality, eco-friendly and sustainable materials
- Must be neatly and carefully sealed with a ribbon or string to complement the packaging, to be and tagged with Compliments Card (layout to be provided by the TPB)
- Must allocate at least 1 to 2 cm allowance for the dividers inside the box





Estimated cost : P70.00/pcs

**Note:** A sample / mock-up must be submitted together with the bid proposal for quality validation prior to production

**Contact Information – Project Officer**

Ms. Micka Anjella D. Calzado  
[anjella\\_calzado@tpb.gov.ph](mailto:anjella_calzado@tpb.gov.ph)

Coryne Angela S. Señeres  
[coryne\\_seneres@tpb.gov.ph](mailto:coryne_seneres@tpb.gov.ph)

**LEGAL REQUIREMENT:**

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

**ATTACHEMENTS:**

- Technical Specification (**Annex "A"**)

**NOTE:**

1. All entries must be typewritten on your company letterhead.
2. Price Validity shall be for a period of thirty (30) calendar days.

Terms	30 days from receipt of Invoice		
Delivery	On or before 16 September 2022		

ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php1,000,000.00</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 **25 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

<b>TECHNICAL SPECIFICATION</b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance</b>
A.	<b>Supply and Delivery of Curated Giveaways Sets for TPB/DOT Korea – Online B2B Networking 05-06 October 2022</b>	1 Lot	
	<b>1. Philippine fabric face masks</b> <ul style="list-style-type: none"> <li>Washable face masks made of Philippine fabrics such as abaca, yakan, abel and binakul cloth.</li> <li>With interior pockets for the insertable filters</li> </ul>	200 pcs	
	<b>2. Small pouch</b> <ul style="list-style-type: none"> <li>Face mask pouch and can fit all types of regular-sized face masks</li> <li>Size: 13 x 10.5 x 1.2cm (Fits Ordinary Surgical Mask Size)</li> <li>Material: Plastic, with Antibacterial Nano Silver Ion AG+ Treatment</li> </ul>	200 pcs	
	<b>3. Essential oil roller</b> <ul style="list-style-type: none"> <li>Essential oils (in a simple packaging) to help calm the mind, have more focus and spark energy</li> </ul>	200 pcs	
	<b>4. Audrey Confectionaries Mango Caramel Cashew</b> <ul style="list-style-type: none"> <li>Dimensions: 18 x 18 x 2cm</li> </ul>	200 pcs	
	<b>5. Kaulayaw Drip Coffee</b> <ul style="list-style-type: none"> <li>8 drips per pouch</li> <li>Either Kaulayaw, Banaue or Sagada Blend</li> </ul>	200 pcs	
	<b>6. Handwoven scarf</b> <ul style="list-style-type: none"> <li>Size: 6-10" (width) ; 60-70" (length)</li> <li>Materials: 100% Cotton, featuring Philippine HABI farm-grown cotton (see below sample)</li> </ul>	200 pcs	
	<b>7. Curated Vegan Leather Laptop Bag</b> <ul style="list-style-type: none"> <li>With laptop sleeves, gadget accessory pockets, outer accessible pockets and mousepads</li> <li>With Notebook, phone cards, pens and pencil organizers</li> </ul>	200 pcs	

	<ul style="list-style-type: none"> <li>• Size: 13” inch</li> <li>• Materials: vegan leather</li> <li>• Print: debossed “PHILIPPINES”</li> <li>• Colors: 100 pcs midnight, 50 pcs dark oak , 50 pcs mud</li> </ul>		
	<b>8. Packaging</b> <ul style="list-style-type: none"> <li>• Packaging: Gift Box (Dimension:L-27cm x W-37 cm x H-7 cm)</li> <li>• Layout must be printed in full color</li> <li>• Must be made of high-quality, eco-friendly and sustainable materials</li> <li>• Must be neatly and carefully sealed with a ribbon or string to complement the packaging, to be and tagged with Compliments Card (layout to be provided by the TPB)</li> <li>• Must allocate at least 1 to 2 cm allowance for the dividers inside the box</li> </ul>	200 pcs	
	<b>SCHEDULE OF REQUIREMENTS</b>		
	The complete set of giveaways must be delivered to <b>TPB</b> and inspected on or before 16, September 2022.		
	<b>TERMS OF PAYMENT</b>		
	<ol style="list-style-type: none"> <li>1. Please send the billing statement to the <b>TOURISM PROMOTIONS BOARD PHILIPPINES</b> after the completion of services.</li> <li>2. The supplier must have a Land bank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Land bank account, bank charges will be shouldered by the supplier.</li> </ol>		

**I hereby certify to Comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date



## 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]*