

September 14, 2022

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2022.09.293**

PR No. 9.015

Requirements: **Supply and Delivery of additional Office Supplier for 3rd Quarter 2022**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
50 pcs	Ballpen, Black	Php6.00	Php300.00
3 cart	HP TONER, HP658A (W2000A) Black	8,500.00	25,500.00
2 cart	HP TONER, HP658A (W2001A) Cyan	13,000.00	26,000.00
2 cart	HP TONER, HP658A (W2002A) Yellow	13,000.00	26,000.00
2 cart	HP TONER, HP658A (W2003A) Magenta	13,000.00	26,000.00
20 cart	HP TONER, HP416A (W2040A) Black	4,800.00	96,000.00
15 cart	HP TONER, HP416A (W2041A) Cyan	6,000.00	90,000.00
15 cart	HP TONER, HP416A (W2042A) Yellow	6,000.00	90,000.00
15 cart	HP TONER, HP416A (W2043A) Magenta	6,000.00	90,000.00
10 bxs	FOLDER, Pressboard, white green edge, 100's /box	1,500.00	15,000.00
20 pcs	MARKER, Permanent, bullet type, Black	35.00	700.00
20 rlls	NOTEPAD, Stick-on, 3 x 3" (100s/pad)	54.08	1,081.60
10 pcs	NOTEPAD, Stick-on, 3 x 4" (100s/pad)	60.00	600.00
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		Php487,181.60

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address **bhong_ducusin@tpb.gov.ph** not later than **20 September 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 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 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**