


22 September 2022

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2022.09.309
PR No. 9.037

Requirements: Printing and Production of Promotional Materials and Giveaways for the International Tourism and Travel Show (ITTS) 2022

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
300 pcs	<p>CATCHA BAG (Tote Type) Specification: Dimensions: 14" (w) x 13.5" (h) x 2.75" base Materials: Catcha Bag (Tote type) Print: Line-Art Design Design:</p> 	Php100.00	Php30,000.00



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250 pcs

BAMBOO BALLPEN W/ PHONE HOLDER

Specification:

Size: 1.00-1.10 cm diameter x 5.5" (h)

Material: Bamboo

Printing Process: Engraving

Mechanism: Plunder/Retractable Type

Tip: Metal cover plus stylus

Ink: Black, Clip: Gold/Silver, Weigh: 0.5g

Features: Phone stand: Push down to use
and retract to use stylus

Design:



80.00

20,000.00

	<p>LEGAL REQUIREMENT:</p> <ul style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor’s Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Company profile (New Supplier) <p>ATTACHMENTS:</p> <p>- Technical Specification (Annex “A”)</p> <p>NOTE:</p> <ul style="list-style-type: none"> 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	20 days after the approved actual final sample		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php0,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **29 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

ANNEX "A"

TECHNICAL SPECIFICATION			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	Printing and Production of Promotional Materials and Giveaways for the International Tourism and Travel Show (ITTS) 2022		
	<p>CATCHA BAG (Tote Type) Specification: Dimensions: 14" (w) x 13.5" (h) x 2.75" base Materials: Catcha Bag (Tote type) Print: Line-Art Design Design:</p> 	300 pcs	

 **PHILIPPINES**



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Design:



VII. PAYMENT TERMS

30 days from receipt of Invoice

SCHEDULE OF REQUIREMENTS

	PROJECT TIMELINE: 20 days after the approved actual final sample	
	TERMS OF PAYMENT	
	<ol style="list-style-type: none"> 1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement. 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. 	

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date