

4 October 2022

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2022.10.324**
PR No. **10.002**

Requirements: Supply and Installation of Roll up Window Blinds

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Specifications:</p> <ul style="list-style-type: none"> - Venetian blind, with combi shades blinds, basic with roller blinds inclusive of brakers and screws: - Material: Polyester - Size: <ul style="list-style-type: none"> 4 pcs – 900mm(W) X 1300mm (L) (Approximate size) 4 pcs - 1300mm(W) X 1300mm (L) (Approximate size) - Color: Beige (to check with the color swatches) - Includes Dismantling of Existing - To include one (1) year warranty on repair or replacement of parts (rollers, cord loops or chain, cord locks) without additional payment - Prospective bidders are encouraged to visit the office for the actual measurement <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> PhilGEPS Certificate Mayor's Business Permit SEC/DTI Registration Certificate BIR Registration /TIN Company profile (New Supplier) Statement of Compliance to the Technical Specification (Annex "A") <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical 	Php32,000.00	Php32,000.00

	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	30 days from the receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php32,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **10 October 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

04 Oct. 2022

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.	Supply and Installation of Roll up Window Blinds Supply and Installation of Roll up Window Blinds	1 lot	
	Specifications: - Venetian blind, with combi shades blinds, basic with roller blinds inclusive of breaker and screws: - Material: Polyester - Size: 4 pcs – 900mm(W) X 1300mm (L) (Approximate size) 4 pcs - 1300mm(W) X 1300mm (L) (Approximate size) - Color: Beige (to check with the color swatches)		
	- Includes Dismantling of Existing - To include one (1) year warranty on repair or replacement of parts (rollers, cord loops or chain, cord locks) without additional payment - Prospective bidders are encouraged to visit the office for the actual measurement		
	DELIVERY DATE: Must be delivered within Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) after which liquidated damages shall be imposed.		
	SCHEDULE OF REQUIREMENTS		
	PAYMENT SCHEDULE Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of the billing statement. Payments will be made through a Landbank of the Philippines (LPB) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier		
	TERMS OF PAYMENT		

	<ol style="list-style-type: none"> 1. Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services. 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. 	
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I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date