

13 October, 2022

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2022.10.358

PR No. 10.049

Requirements: Supply and Delivery of Office Supplies for 4th Quarter 2022

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
100 pcs	Balikbayan box, 20 x 20 x 20 inches	Php135.00	Php13,500.00
50 box	Clip, backfold, 32mm, 12 pcs/box (1-1/4")	22.36	1,118.00
50 box	Clip, backfold, 50mm, 12 pcs/box (2")	54.60	2,730.00
20 pads	Note pad, stick-on, 3" x 3", 100s/pad	54.08	1,081.60
15 pads	Note pad, stick-on, 3" x 4" 100s/pad	59.28	889.20
50 pcs	Sign pen, Hi-Techpoint V10 Grip, 1.0, black	20.26	1,013.00
10 pcs	Glue Stick, Elmers, 9 grams	60.00	600.00
15 rolls	Tape, masking, 48 mm x 50 m (2") – Armak	106.60	1,559.00
30 rolls	Tape, transparent, 24mm, x 50 m (1")	10.09	302.70
30 packs	Page markers, stick-on, 5 pads/pack	190.00	5,700.00
3 bottle	Glue, All purpose, 300g min	71.50	214.50
20 rms	Paper, multicopy, 80gsm, legal, 216 x 330 mm	189.18	3,783.60
50 pcs	Record book, 300 pages, 214 x 278mm	70.72	3,536.00
25 pcs	Record book, 500 pages, 214 x 278mm	101.92	2,548.00
35 bxs	Staple wire, standard size	19.76	691.60
100 rolls	Tape, packaging, 48mm x 100 m (2")	46.00	4,600.00
100pcs	Ballpen, black - Panda	6.00	600.00
25 pcs	Ballpen, blue - Panda	6.00	150.00
6 cart	HP TONER CART, CF410 A, Black	4,440.80	26,644.80
5 cart	HP TONER CART, CF411 A, Cyan	5,616.00	28,080.00
5 cart	HP TONER CART, CF412 A, Yellow	5,616.00	28,080.00
7 cart	HP TONER CART, CF413 A, Magenta	5,616.00	39,312.00
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
20 cart	HP TONER, HP416A (W2043A) Magenta	6,000.00	120,000.00
20 cart	HP TONER, HP975A Black	4,000.00	80,000.00
10 cart	HP TONER, HP975A Cyan	5,000.00	50,000.00
10 cart	HP TONER, HP975A Yellow	5,000.00	50,000.00
10 cart	HP TONER, HP975A Magenta	5,000.00	50,000.00
4 cart	HP TONER, HP658A Black	9,000.00	36,000.00
2 cart	HP TONER, HP658A Cyan	13,500.00	27,000.00
2 cart	HP TONER, HP658A Yellow	13,500.00	27,000.00
2 cart	HP TONER, HP658A Magenta	13,500.00	27,000.00
Terms	30 days from receipt of Invoice		

Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php909,734.00

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 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
Acting Head, ^{14 October 2022}

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**