

19 October 2022

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2022.10.365  
**PR No.** 10.013

**Requirements:** **2<sup>nd</sup> Posting Printing and Production of Notebook Sleeves for TPB Membership Seminars**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
500 pcs	<p><b>NOTEBOOK SLEEVES</b> <b>Technical Specification:</b> <b>TYPE :</b> Standard Size Notebook Cover <b>COLOR:</b> Assorted Dimensions: - Full cover: 13” X 98.75” - Folded: 6.5” x 8.75” <b>METERIALS:</b> - Pure Cotton Ramit woven by Mangyan of Mindoro <b>SPECIFICATIONS:</b> - Includes Company logo print inside cover and garter - Kraft paper packaging with 1 diameter hole on one side ( to see design); with natural jute twine ribbon <b>DESIGN:</b> - Please see attached layout design (TPB to provide supplier) <b>OTHER REQUIREMENT</b> - Please submit similar sample/s of go bag based on the approved specification and designs - Sample submitted must be of similar representation of the items to be delivered and will be used as basis for the bid evaluation</p>	Php275,000.00	Php275,000.00

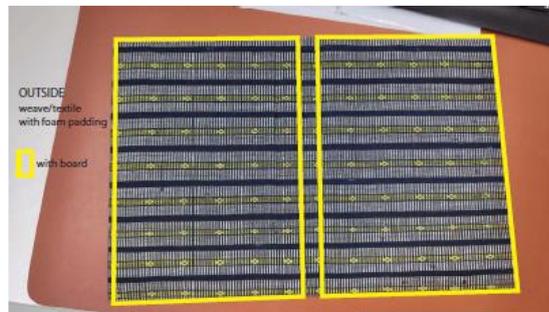
- Failure to submit./present similar sample based on the above specification will not be considered and will be disqualified.

**DELIVERY PERIOD AND SCHEDULE:**

- Batch 1 (150 pcs) – 7 days from receipt of Notice to Proceed
- Batch 2 (350 pcs) – 21 days from receipt of Notice to Proceed

6.8516 cm

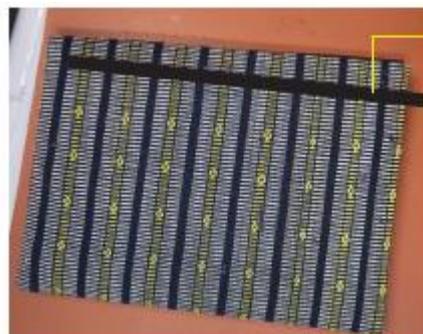
2.5941 cm



when notebook is inserted



garter





Link:  
[TPB Members' notebook sleeve - Google Drive](#)

**Contact Information – Project Officer**

MARGARITA P. SAN JOSE  
 margarita\_sanjose@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)

**ATTACHMENTS:**

- 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	Batch 1 (150 pcs) – 7 days from receipt of NTP Batch 2 (350 pcs) – 21 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php275,000.00</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 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**

20 October 2022

Acting Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr

Contact number: 02 8525 -7312 / 8525 – 9318 to 27

<b><u>TECHNICAL SPECIFICATION</u></b>			
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.	<b>Printing and Production of Notebook Sleeves for TPB Membership Seminars</b>	1 Lot	
	<p><b>NOTEBOOK SLEEVES</b>  <b>Technical Specification:</b>  <b>TYPE :</b> Standard Size Notebook Cover  <b>COLOR:</b> Assorted  Dimensions:  - Full cover: 13" X 98.75"  - Folded: 6.5" x 8.75"</p> <p><b>METRIALS:</b>  - Pure Cotton Ramit woven by Mangyan of Mindoro</p> <p><b>SPECIFICATIONS:</b>  - Includes Company logo print inside cover and garter  - Kraft paper packaging with 1 diameter hole on one side ( to see design); with natural jute twine ribbon</p> <p><b>DESIGN:</b>  - Please see attached layout design (TPB to provide supplier)</p> <p><b>OTHER REQUIREMENT</b>  - Please submit similar sample/s of go bag based on the approved specification and designs  - Sample submitted must be of similar representation of the items to be delivered and will be used as basis for the bid evaluation</p>	500 pcs	



	<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]*

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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]*