

27 October 2022

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2022.10.383  
**PR No.** 10.082

**Requirements:** **Printing and Production of TPB Banners for the 30<sup>th</sup> Travel Tour Expo 03-05 February 2023**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>I. Printing of TPB Hallway (Drop Down) Banners for Travel Tour Expo (TTE) 2022</p> <p><b>Specification:</b>  <b>Quantity:</b> 14 pcs.  <b>Size :</b> 1.5 meters width x 3 meters height with 6 eyelets on top and a 1-inch triple fold at the bottom  <b>Color Requirement:</b> Full-color prints; back-to-back printing  <b>Tarpaulin Material:</b> 12 oz  <b>Printing Process:</b> Digital  <b>Other Requirements:</b> Final layout/artwork to be provided by the TPB  <b>Print Turnaround:</b> 20 calendar days upon TPB's submission of the Final layout/artwork</p> <p>II. Printing and Production of TPB Pull-Up Banners</p> <p><b>Quantity:</b> 15 pcs  <b>Size :</b> 2.76ft width x 6.5ft height  <b>Color Requirement:</b> Full-color prints  <b>Material Composition:</b> Aluminum with pull-up mechanism  <b>Tarpaulin Material:</b> 12 oz  <b>Printing Process:</b> Digital  <b>Packaging :</b> Individually packed in a cylinder bag with strap/carrier bag  <b>Other Requirements :</b> Should have a sturdy base and clip rail with 2 Twist out pole for assembly</p>	Php47,100.00	Php47,100.00

	<p><b>Print Turnaround</b> : 20 calendar days upon TPB's submission of Final layout/artwork</p> <p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Certificate</li> <li>Mayor's Business Permit</li> <li>SEC/DTI Registration Certificate</li> <li>BIR Registration /TIN</li> <li>Company profile (New Supplier)</li> <li>Statement of Compliance to the Technical Specification (<b>Annex "A"</b>)</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>Statement of Compliance to the Technical Specification (Annex "A")</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms	30 days from receipt of Invoice		
Delivery	7 days from the receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php47,100.00</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 **4 November 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**  
27 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>TECHNICAL SPECIFICATION</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 TPB Banners for the 30<sup>th</sup> Travel Tour Expo 03-05 February 2022</b>	1	lot
	<p>I. Printing of TPB Hallway (Drop Down) Banners for Travel Tour Expo (TTE) 2022</p> <p><b>Specification:</b></p> <p><b>Quantity:</b> 14 pcs.</p> <p><b>Size :</b> 1.5 meters width x 3meters height with 6 eyelets on top and 1-inch triple fold at the bottom</p> <p><b>Color Requirement:</b> Full color prints; back-to-back printing</p> <p><b>Tarpaulin Material:</b> 12 oz</p> <p><b>Printing Process:</b> Digital</p> <p><b>Other Requirements:</b> Final layout/artwork to be provided by the TPB</p> <p>Print Turnaround: 20 calendar days upon TPB's submission of Final layout/artwork</p>		
	<p>II. Printing and Production of TPB Pull-Up Banners</p> <p><b>Quantity:</b> 15 pcs</p> <p><b>Size:</b> 2.76ft width x 6.5ft height</p> <p><b>Color Requirement:</b> Full color prints</p> <p><b>Material Composition:</b> Aluminum with pull-up mechanism</p> <p><b>Tarpaulin Material:</b> 12 oz</p> <p><b>Printing Process:</b> Digital</p> <p><b>Packaging :</b> Individually packed in a cylinder bag with strap/carrier bag</p> <p><b>Other Requirements:</b> Should have sturdy base and clip rail with 2 twist-out pole for assembly</p>		

	<b>Print Turnaround</b> : 20 calendar days upon TPB's submission of Final layout/artwork		
	<b>DELIVERY DATE:</b> Must be delivered within Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) after which liquidated damages shall be imposed.		
	<b>SCHEDULE OF REQUIREMENTS</b>		
	<b>PAYMENT SCHEDULE</b> 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 (LBP) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier		
	<b>TERMS OF PAYMENT</b>		
	1. Please send the billing statement to the <b>TOURISM PROMOTIONS BOARD PHILIPPINES</b> 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.		

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date