

4 November 2022

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2022.11.400
PR No. 11.001

Requirements: **Corrective Maintenance Services Supply and Installation of SD Single Flat sill at the TPB Pantry, and Dismantling of Existing door, Supply and Installation THK ordinary at GSD-Maintenance Stock Room**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<ul style="list-style-type: none"> - Supply and Labor for the Installation of 1 pc SD Single Flat sill 141” at the TPB Pantry Php4,500.00 4 pcs Nylon Roller Php3,600.00 - 1 pc Dismantling of Existing door, Supply and Installation of ¼ THK ordinary bronze glass for aluminum double sliding door 101 ¼” (2 panel) at the GSD-Maintenance Stock Room Php32,500.00 <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) f. Statement of Compliance to the Technical Specification (Annex “A”) <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex “A”) <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. 	Php40,600.00	Php40,600.00

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		Php40,600.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **11 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
04 November 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.	Corrective Maintenance Services Supply and Installation of SD Single Flat sill at the TPB Pantry, and Dismantling of Existing door, Supply and Installation THK ordinary at GSD-Maintenance Stock Room	1 lot	
	- Supply and Labor for the Installation of 1 pc SD Single Flat sill 141" at the TPB Pantry Php4,500.00 4 pcs Nylon Roller Php3,600.00		
	- 1 pc Dismantling of Existing door, Supply and Installation of ¼ THK ordinary bronze glass for aluminum double sliding door 101 ¼" (2 panel) at the GSD-Maintenance Stock Room Php32,500.00		
	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			

	<p>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</p>	
	<p><u>TERMS OF PAYMENT</u></p>	
	<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. 	

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date