

November 11, 2022

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2022.11.414

PR No. 11.023

Requirements: Supply and Delivery of additional 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 pcs	Ballpen, blue - Panda	6.00	300.00
22 pack	Battery, dry cell AA, 2 pcs per pack - Energizer	36.30	798.60
25 pack	Battery, dry cell AAA, 2 pcs per pack – Energizer	19.73	493.25
50 box	Clip, backfold, 15mm, 12 pcs/box	10.00	500.00
60 box	Clip, backfold, 19mm, 12 pcs/box(1’')	12.00	720.00
150 pcs	Data Folder, made with chipboard, taglia lock	120.00	18,000.00
30 pack	Page markers, stick-on, 5s/pack	215.00	6,450.00
20 bxs	Paper Clip, gem Type, vinyl coated, 32mm	7.76	155.20
20 bxs	Paper Clip, gem Type, vinyl coated, 48mm	13.78	275.60
30 pcs	Sign pen, black, 1.0 (V10 Grip)	65.00	1,950.00
200 rlls	Tape, Packaging, 48mm x 50m	48.00	9,600.00
75 cart	HP TONER, HP416A (W2040A) Black	4,800.00	360,000.00
23 cart	HP TONER, HP416A (W2041A) Cyan	6,000.00	138,000.00
21 cart	HP TONER, HP416A (W2042A) Yellow	6,000.00	126,000.00
30 cart	HP TONER, HP416A (W2043A) Magenta	6,000.00	180,000.00
4 cart	HP TONER, HP658A Black	9,900.00	39,600.00
2cart	HP TONER, HP658A Cyan	15,200.00	30,400.00
2 cart	HP TONER, HP658A Yellow	15,200.00	30,400.00
2 cart	HP TONER, HP658A Magenta	15,200.00	30,400.00
Terms	30 days from receipt of Invoice		
Delivery	7 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php987,542.65

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 **19 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

Acting Head, 14 Nov. 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**