

## REQUEST FOR QUOTATION

October 28, 2022

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

**Quotation No.** TPB-PR.2022.10.391  
**PR No.** 10.033

**REQUIREMENTS: SERVICES OF GRAPHIC DESIGNER AND LAYOUT ARTIST FOR THE TPB ANNUAL REPORT 2022 AND TPB CORPORATE BROCHURE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Accomplish Statement of compliance to the Technical Specifications</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. BIR Certificate of Registration</li> <li>4. Notarized Omnibus Sworn Statement</li> <li>5. SEC/DTI Certificate of Registration</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance to the Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>	PhP120,000.00	PhP120,000.00
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is PhP120,000.00 inclusive of all applicable taxes		
-----	---	--	--

Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **November 10, 2022 on or before 12:00 P.M.**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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.

(SGD)

**ROSELLE D. ROMERO**

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person

**MR. SOCRATES G. TORRES**

Contact No.

**(8) 525-9318 local 266**