

1 December 2022

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2022.12.476

PR No. 11.053

Requirements: Supply and Delivery of Office Supplies for MICECON 202

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
30 pcs	Clearbook, A4 size (20 pockets, fixed)	Php80.00	Php2,400.00
10 pcs	Clearbook, Legal size (20 pockets, fixed)	90.00	900.00
10 box	Clip, backfold, 19mm, (12 pcs/box)	12.00	120.00
2 pcs	Cutter knife	35.00	70.00
10 pcs	Envelope, Expanding, plastic	35.00	350.00
2 bxs	Fastener, Plastic, 70mm bet prongs, 50 sets/box	64.00	128.00
4 packs	Folder, L-type, A4 size, 50pcs/pack	250.00	1,000.00
4 packs	Folder, L-type, Long size, 50pcs/pack	300.00	1,200.00
1 jar	Glue, All purpose, gross wt: 200g min	75.00	75.00
3 bxs	Paper clip, 32mm, 100 pc/box or 52g	12.00	36.00
1 bottle	Stamp pad ink, purple, 50ml	30.00	30.00
1 pc	Stamp pad felt, bed dimension 60x100mm	35.00	35.00
4 bxs	Staple wire, standard size	30.00	120.00
4 rlls	Tape, masking, width 24 mm x 50 m	40.00	160.00
10 rlls	Tape, packaging, width 48 mm x 100 m	65.00	650.00
10 rlls	Tape, transparent, width 24 mm x 50 m	18.00	180.00
2 rlls	Tape, electrical	25.00	50.00
1 box	Envelope, documentary, A4, 500's/box	780.00	780.00
1 box	Envelope, documentary, Legal, 500's/box	1,000.00	1,000.00
1 box	Envelope, nailing, with window, 500 pcs	500.00	500.00
1 box	Folder, pressboard, 240 x 370mm, 100pcs/box	1,490.00	1,490.00
10 packs	Stick-on flag tabs (page makers, 5 pads/pack)	215.00	2,150.00
5 reams	Paper, multicopy, 80gsm, legal size	190.00	950.00
15 reams	Paper, multicopy, 80gsm, A4 size	180.00	2,750.00
2 rems	Special Paper A3 size	600.00	1,200.00
3 sets	Marker, fluorescent, 3 color/set	40.00	120.00
5 pcs	Marker, permanent, bullet type, black	20.00	100.00
5 pcs	Marker, permanent, bullet type, blue	20.00	100.00
5 pcs	Marker, permanent, bullet type, red	20.00	100.00
10 pcs	Marker, whiteboard, black	20.00	200.00
5 pcs	Marker, whiteboard, blue	20.00	100.00
5 pcs	Marker, whiteboard, red	20.00	100.00
10 pcs	Sign pen, black, liquid/gel ink 0.5mm needle tip	25.00	250.00
1 can	Disinfectant spray, aerosol type, 400-550g	180.00	180.00
1 box	Rubber band, big 100/box	150.00	150.00

20 pcs	Balikbayan box (20x20x20 inches)	135.00	2,700.00
3 cart	HP TONER, HP416A (W2040A) Black	4,200.00	12,600.00
3 cart	HP TONER, HP416A (W2041A) Cyan	5,400.00	16,200.00
3 cart	HP TONER, HP416A (W2042A) Yellow	5,400.00	16,200.00
3 cart	HP TONER, HP416A (W2043A) Magenta	5,400.00	16,200.00
2 cart	HP TONER, HP658A Black	9,900.00	19,800.00
2 cart	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
30Terms	30 days from receipt of Invoice		
Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php194,624.00

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 **6 December 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, 01 Dec. 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**