

## REQUEST FOR QUOTATION

January 23, 2023

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

**Quotation No.** TPB-PR.2023.01.010  
**PR No.** 1.024

**REQUIREMENTS: Supply and delivery of Giveaways for Philippine Tour Guides Hybrid Conference**

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. Accomplished 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. Update Business/Mayor's permit</li> <li>3. BIR Certificate of Registration</li> <li>4. Notarized Revised 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>	PhP691,500.00	PhP691,500.00
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is PhP691,500.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **January 27, 2023 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)

**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Administrative Department

Contact Person

**MR. SOCRATES G. TORRES**

Contact No.

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

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**


**PROJECT: SUPPLY AND DELIVERY OF GIVEAWAYS FOR PHILIPPINE TOUR GUIDES HYBRID CONFERENCE  
(PR No. 1.024)**


**Quotation No. TPB-PR.2023.01.010**


**[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]**

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	Product: CONFERENCE KIT (The customized B2B Conference Kit must contain the following:)	
2	a) Laptop Bag  Quantity: 200 pcs Features: Size: 15.6 inches: 40.5*30*10cm (Suitable for laptops within 39cm in length) Materials: polyester + local Weave "Hablon"/ textile from Oton Weaving Community Weave: Strap Opening method: zipper Structure: zipper pocket, mobile phone pocket, certificate pocket, laptop pocket Breathable, waterproof, wearresistant, shock-resistant Style: business casual	
3	b) Planner  Quantity: 150 pcs Cover: 14.47cm (w) x 20.62 cm (h) x 1.60 cm thk (approx.) Inside Pages: 13.97 cm (w) x 20.32 cm (h)  Paper Stock	

	<p>Cover: Paste board #30, wrapped of quality cloth fabric with direct full color printing          Inside Pages: Woodfree paper 90 gsm ivory Flyleaf: Woodfree paper 120-140 gsm ivory</p> <p>Printing Color          Cover: FC + dry-debossed &amp; stamping          Inside Pages: Full color both sides          Total pages: 200 inside pages inclusive of flyleaf          Process: Offset printing and digital direct printing to fabric for the cover</p>	
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<p>4</p>	<p>c) Vegan Leather Cable Organizer          Quantity: 200 pcs.          Color:          Black, Tan, Army Green,          Burnt Amber, and Teal          With Philippines logo</p>  <p>Materials should be inserted in the bag.</p>	
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<p>5</p>	<p>d) Jute Bag</p> <p>Quantity: 150 pcs.  Size: Height — 13.5" and Length —16.5"  Material: eco-cloth  Logo: Debossed / dark color  With DOT/TPB logo and Philippines  Max weight of content: 2kg  Magnetic Button Closure  Water-resistant  Colors: Black, Tan, Army Green, Burnt Amber, and Teal</p> <p>Burnt Amber, and Teal</p> 	
<p>6</p>	<p>e) Bamboo Lunch set (bento box, mug)</p> <p>Quantity: 200 Sets</p> <p>a. Bento box  700mL stainless steel lunchbox with a sustainably sourced bamboo lid with a matching stretchable band for locking and easy carrying  With engraved Philippines print</p> <p>b. Mug  Material: Bamboo Exterior and Stainless steel Interior with cover  Volume: 330mL  With engraved Philippines print</p> <p>Packaging:  Whole packaging of the two (2) items must be of global quality (preferably in a box made of thick pandan leaves or "tampipi" )  Packaging must be enclosed /wrapped with an Abaca jute string / ribbon of native material tagged with a TPB-provided compliments card</p>	

		
7	<p>Other Requirements:</p> <p>a. Suppliers should/must submit similar sample/items of the above requirements and specifications on or before the deadline of bid proposal submission, it will be used as basis for the bid evaluation</p> <p>b. Upon receipt of Notice to Proceed, final proofing should be approved by end-user prior to mass production.</p>	
8	<p><b>TERMS OF PAYMENT</b></p> <p>Payment is processed upon receipt of complete items and documents and remitted after an estimated 30 working days;</p> <p>TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charges must be borne by the supplier;</p>	

**CONTACT PERSON**

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I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

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

\_\_\_\_\_  
Date