

## REQUEST FOR QUOTATION

06 January 2022

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

**Quotation No. TPB-RFQ 2023.01.004**

**PR No. 1.001**

### REQUIREMENTS: RENTAL OF PLANTS FOR TWELVE (12) MONTHS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount														
<b>1 Lot</b>	<p><b>Rental of Plants for Twelve (12) Months</b></p> <p><b>Technical Specifications:</b></p> <p><b>A. Specifications</b> Winning bidder to provide plants based on the following type/class:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Plant Type / Class</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Table top - Class A</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Table top - Class B</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Table top - Class C</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Large - Class A</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Large - Class B</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Large - Class C</td> <td style="text-align: center;">40</td> </tr> </tbody> </table> <p><b>B. Inclusions</b></p> <ol style="list-style-type: none"> <li>1. White/beige clay or ceramic pots for each plant, with plates.</li> <li>2. Weekly maintenance, watering, and cleaning of the plants.</li> <li>3. Guaranteed and free replacement of the plants that are withering.</li> <li>4. Free delivery and pull-out of plants to and from TPB.</li> </ol> <p><b>C. Other Instructions</b></p> <ol style="list-style-type: none"> <li>1. Winning bidder should provide a weekly schedule of plants maintenance to TPB Procurement</li> </ol>	Plant Type / Class	Quantity	Table top - Class A	4	Table top - Class B	15	Table top - Class C	20	Large - Class A	12	Large - Class B	12	Large - Class C	40	<p>PhP465.00</p> <p>PhP410.00</p> <p>PhP360.00</p> <p>PhP850.00</p> <p>PhP670.00</p> <p>PhP520.00</p> <hr/> <p>monthly total=</p>	<p>PhP1,860.00</p> <p>PhP6,150.00</p> <p>PhP7,200.00</p> <p>PhP10,200.00</p> <p>PhP8,040.00</p> <p>PhP20,800.00</p> <hr/> <p>PhP54,250.00 x 12 months</p> <hr/> <p><b>PhP651,000.00</b></p>
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	<p>and General Services Division (PGSD) for the necessary processing of work/entry permit.</p> <p>2. Winning bidder should be able to comply with the existing TPB and Building Administration's (Legaspi Towers 300) COVID-19 guidelines, such as proper wearing of face mask and practice of social distancing. TPB and Building Administration may also require an advance copy of the supplier/technician's valid ID (preferably company ID) and vaccination card. Such guidelines may change without prior notice. Kindly coordinate with PGSD regularly.</p> <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> <li>3. Price quotation must be inclusive of all applicable taxes.</li> </ol>		
<b>Legal Requirements</b>	<ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. SEC/DTI Registration Certificate</li> <li>4. Income/Business Tax Return</li> <li>5. Notarized Omnibus Sworn Statement</li> <li>6. Duly Signed Bid Quotation/Proposal</li> <li>7. Duly Accomplished Statement of Compliance to the Technical Specifications ("Annex A")</li> <li>8. Company Profile (new supplier)</li> </ol>		
<b>Terms of Payment</b>	<ul style="list-style-type: none"> <li>▪ Winning bidder should provide a Statement of Account (SOA) every after a month of rendered service/rental.</li> <li>▪ Payment shall be done every month, within 30 days from receipt of monthly SOA.</li> </ul>		
<b>Delivery Schedule</b>	<ul style="list-style-type: none"> <li>▪ Seven (7) working days upon receipt of the Notice to Proceed (NTP)</li> </ul>		

<b>ABC</b>	Approved Budget for the Contract (ABC) is <b>PhP651,000.00</b> inclusive of all applicable taxes.		
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Kindly submit your quotation and legal documents through email at **neriesse\_casitas@tpb.gov.ph** not later than **12 January 2023 at 4:00PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Furthermore, 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.



**ELOISA A. ROMERO**

Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

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