

## REQUEST FOR QUOTATION

February 27, 2023

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

**Quotation No.** TPB-PR.2023.02.033  
**PR No.** 2.015

**REQUIREMENTS:** Supply, Production and Delivery of 2023 TPB Office Uniforms

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
2 LOTS	<p><b>Lot 1:</b> 67 Sets Female Employees Uniform Unit Amount: Php6,000.00 Total Amount: Php402,000.00</p> <p><b>Lot 2:</b> 31 Sets Male Employees Uniform Unit Amount: Php6,000.00 Total Amount: Php186,000.00</p> <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> <li>3. SEC/DTI Certificate of Registration</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. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</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>		PhP588,000.00

Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP588,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **March 7, 2023 on or before 5:00 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**

Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**MR. SOCRATES G. TORRES**  
(8) 525-9318 local 266

## Lot 1: 67 Sets Female Employees Uniform

### STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**PROJECT:** Supply, Production and Delivery of 2023 TPB Office Uniforms (PR No. 2.015)

**Quotation No.** TPB-PR. TPB-PR.2023.02.033

**[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	<b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b>  <b>LOT 1 = FOUR HUNDRED TWO THOUSAND (Php402,000.00)</b> inclusive of all applicable taxes	
2	No. of Female Employees : 67	
3	Modern Barong Dress or Blouse, Corporate / Classic Style Blouse, Slacks and Blazer	
4	Qty: 67 sets	
5	Particulars 1 pc Modern Barong Dress or Blouse – barong style with a touch of ethnic indigenous design (embroidered on fabric)  Fabric Preferred existing fabric that is wrinkle free and non-iron. Tropical fabric should be incorporated (pursuant to R.A. 9242)	
6	Particulars 3 pcs Blouses – Corporate / Classic Style (LS, SL or $\frac{3}{4}$ )  Fabric Preferred existing fabric (cotton or silk linen)	

7	Particulars 3 pcs Slacks (with pockets, and side zipper) or Skirt (pencil cut, with front pocket and side zipper)  Fabric Textured fabric or linen									
8	Particulars 1 pc Blazer (with pockets and secret pocket for ID) Fabric Textured fabric or linen									
9	Unit Price: Php 6,000.00 Total Amount: Php 402,000.00									
10	<p>IV. CRITERIA FOR SELECTION</p> <p>The proposal shall be evaluated using the Cost-Quality method, where 40% shall be allocated for Cost and 60% for Quality as follows:</p> <table><tr><th>Criteria</th><th>Weight</th></tr><tr><td>1. Quality a. Work (20%) based on sample sets b. Fabric (20%) c. Fixed Sizes (20%)</td><td>60%</td></tr><tr><td>2. Cost</td><td>40%</td></tr><tr><td>TOTAL</td><td>100%</td></tr></table> <p>The quality of submitted samples shall be evaluated on the following;</p> <ol style="list-style-type: none"><li>1. Work: includes workmanship, design and durability</li><li>2. Fabric: includes comfort, fit and appeal</li><li>3. Fixed Sizes as to Small, Medium, Large, Extra-Large and Double XL with at least two inches allowance (tapered fit)</li></ol>	Criteria	Weight	1. Quality a. Work (20%) based on sample sets b. Fabric (20%) c. Fixed Sizes (20%)	60%	2. Cost	40%	TOTAL	100%	
Criteria	Weight									
1. Quality a. Work (20%) based on sample sets b. Fabric (20%) c. Fixed Sizes (20%)	60%									
2. Cost	40%									
TOTAL	100%									
11	Bidders should submit the following: 1. Sample sets of the above requirements 2. Swatches for proposed color combinations and thread color for embroidery									

	3. Suggested embroidery patterns							
12	Production/Full Delivery – within 60 days from the acceptance of Notice to Proceed							
13	<b>ELIGIBILITY REQUIREMENTS</b> <ol style="list-style-type: none"> <li>1. Must be operated and legally registered supplier under Philippine laws;</li> <li>2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)</li> <li>3. Must submit the following unexpired legal documents to be eligible to participate: <ul style="list-style-type: none"> <li>▪ SEC or DTI Registration Certificate, whichever is applicable</li> <li>▪ Mayor's Permit/License</li> <li>▪ Income /Business Tax Return</li> <li>▪ Company Profile/Reference</li> <li>▪ PhilGEPS Certificate</li> <li>▪ Notarized Revised Omnibus Sworn Statement</li> <li>▪ Accomplished Statement of Compliance to the Technical Specifications</li> </ul> </li> </ol>							
14	<b>Other Technical Requirements</b> <p>The proposal should cover the following requirements/arrangements:</p> <ol style="list-style-type: none"> <li>1. Must ensure that approved fabrics are available in time for production of uniforms and present certificate of stocks availability for the production of all uniforms</li> <li>2. Meet-ups must be done in the TPB Office</li> <li>3. Bidders shall present and submit at least three (3) different designs</li> </ol>							
15	<b>ABC LOT 1</b> <u>Php402,000.00</u> inclusive of all applicable taxes; P6,000.00/per female employee for 67 sets							
16	Delivery scheme shall be per lot basis: <table border="1" data-bbox="423 1690 1211 1766"> <thead> <tr> <th>Item</th><th>No. of Sets</th><th>Delivery Date</th></tr> </thead> <tbody> <tr> <td>Lot 1 – Female</td><td>67 sets</td><td>Within 60 days</td></tr> </tbody> </table>	Item	No. of Sets	Delivery Date	Lot 1 – Female	67 sets	Within 60 days	
Item	No. of Sets	Delivery Date						
Lot 1 – Female	67 sets	Within 60 days						
17	<b>Mode of Payment</b>							

	<p>Send bill arrangement per tranches as follows:</p> <ul style="list-style-type: none"> <li>▪ 15% mobilization cost within 30 days upon submission of final design and measurements, and proof of down payment for materials;</li> <li>▪ 35% within 30 days upon 1st delivery;</li> <li>▪ 50% within 30 days upon complete delivery</li> </ul>	

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

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

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

\_\_\_\_\_  
Date

## Lot 2: 31 Sets Male Employees Uniform

### STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PROJECT: Supply, Production and Delivery of 2023 TPB Office Uniforms (PR No. 2.015)

Quotation No. TPB-PR. TPB-PR.2023.02.033

**[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	LOT 2 = ONE HUNDRED EIGHTY SIX THOUSAND (Php186,000.00) inclusive of all applicable taxes	
2	LOT 2: No. of Male Employees: 31	
3	Polo Barong, Modern Fit Polo, Slacks and Blazer	
4	Qty: 31 sets	
5	1 pc  Polo Barong – long sleeves barong style with a touch of ethnic indigenous design (embroidered on fabric)  Wrinkle free and non-iron fabric. Tropical fabric should be incorporated (pursuant to R.A. 9242)	
6	3 pcs  Modern Fit Polo or Polo Barong – collared with buttoned placket (LS or SL)  Wrinkle free and non-iron fabric	
7	4 pcs  Slacks (with belt loops, pockets)  Textured fabric or linen	

8	1 pc  Blazer (with pockets and secret pocket for ID)  Textured fabric or linen									
9	Unit Price: Php 6,000.00 Total Amount: Php 186,000.00									
10	<p>CRITERIA FOR SELECTION</p> <p>The proposal shall be evaluated using the Cost-Quality method, where 40% shall be allocated for Cost and 60% for Quality as follows:</p> <table><tr><th>Criteria</th><th>Weight</th></tr><tr><td>3. Quality     d. Work (20%) based on sample sets     e. Fabric (20%)     f. Fixed Sizes (20%)</td><td>60%</td></tr><tr><td>4. Cost</td><td>40%</td></tr><tr><td>TOTAL</td><td>100%</td></tr></table> <p>The quality of submitted samples shall be evaluated on the following;</p> <ul style="list-style-type: none"><li>4. Work: includes workmanship, design and durability</li><li>5. Fabric: includes comfort, fit and appeal</li><li>6. Fixed Sizes as to Small, Medium, Large, Extra-Large and Double XL with at least two inches allowance (tapered fit)</li></ul>	Criteria	Weight	3. Quality d. Work (20%) based on sample sets e. Fabric (20%) f. Fixed Sizes (20%)	60%	4. Cost	40%	TOTAL	100%	
Criteria	Weight									
3. Quality d. Work (20%) based on sample sets e. Fabric (20%) f. Fixed Sizes (20%)	60%									
4. Cost	40%									
TOTAL	100%									
11	Bidders should submit the following: <ul style="list-style-type: none"><li>4. Sample sets of the above requirements</li><li>5. Swatches for proposed color combinations and thread color for embroidery</li><li>6. Suggested embroidery patterns</li></ul>									
12	Production/Full Delivery – within 60 days from the acceptance of Notice to Proceed									
13	ELIGIBILITY REQUIREMENTS									



	<p>4. Must be operated and legally registered supplier under Philippine laws;</p> <p>5. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)</p> <p>6. Must submit the following unexpired legal documents to be eligible to participate:</p> <ul style="list-style-type: none"> <li>▪ SEC or DTI Registration Certificate, whichever is applicable</li> <li>▪ Mayor's Permit/License</li> <li>▪ Income /Business Tax Return</li> <li>▪ Company Profile/Reference</li> <li>▪ PhilGEPS Certificate</li> <li>▪ Notarized Revised Omnibus Sworn Statement</li> <li>▪ Accomplished Statement of Compliance to the Technical Specifications</li> </ul>							
14	<p><b>Other Technical Requirements</b></p> <p>The proposal should cover the following requirements/arrangements:</p> <p>4. Must ensure that approved fabrics are available in time for production of uniforms and present certificate of stocks availability for the production of all uniforms</p> <p>5. Meet-ups must be done in the TPB Office</p> <p>6. Bidders shall present and submit at least three (3) different designs</p>							
15	ABC LOT 2 Php186,000.00 inclusive of all applicable taxes; P6,000.00/per male employee for 31 sets							
16	<p>Delivery scheme shall be per lot basis:</p> <table border="1" data-bbox="321 1470 1114 1547"> <thead> <tr> <th>Item</th><th>No. of Sets</th><th>Delivery Date</th></tr> </thead> <tbody> <tr> <td>Lot 2 – Male</td><td>31 sets</td><td>Within 30 days</td></tr> </tbody> </table>	Item	No. of Sets	Delivery Date	Lot 2 – Male	31 sets	Within 30 days	
Item	No. of Sets	Delivery Date						
Lot 2 – Male	31 sets	Within 30 days						
17	<p><b>Mode of Payment</b></p> <p>Send bill arrangement per tranches as follows:</p>							

	<ul style="list-style-type: none"> <li>▪ 15% mobilization cost within 30 days upon submission of final design and measurements, and proof of down payment for materials;</li> <li>▪ 35% within 30 days upon 1st delivery;</li> <li>▪ 50% within 30 days upon complete delivery</li> </ul>	

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

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

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

\_\_\_\_\_  
Date

## TERMS OF REFERENCE

**PROJECT: SUPPLY, PRODUCTION AND DELIVERY OF 2023 TPB OFFICE UNIFORMS**

### I. BRIEF DESCRIPTION:

This procurement refers to the supply, production and delivery of office uniforms for sixty seven (67) female employees and thirty-one (31) male employees of the Tourism Promotions Board.

### II. APPROVED BUDGET FOR THE CONTRACT (ABC):

**LOT 1 = FOUR HUNDRED TWO THOUSAND (Php402,000.00)** inclusive of all applicable taxes

**LOT 2 = ONE HUNDRED EIGHTY SIX THOUSAND (Php186,000.00)** inclusive of all applicable taxes

### III. TECHNICAL SPECIFICATIONS:

	TOTAL	REMARKS
<b>LOT 1</b>		
<b>No. of Female Employees *</b>	<b>67</b>	<i>Modern Barong Dress or Blouse, Corporate / Classic Style Blouse, Slacks and Blazer</i>
<b>LOT 2</b>		
<b>No. of Male Employees *</b>	<b>31</b>	<i>Polo Barong, Modern Fit Polo, Slacks and Blazer</i>
<b>*TOTAL NO. OF QUALIFIED EMPLOYEES</b>	<b><u>98</u></b>	<b>As of 31 January 2023</b>

Qty.	Particulars	Fabric	Estimated Unit Price	Estimated Total Amount
<b>LOT 1</b>				
<b>67 sets</b>	<b>FEMALE</b>			
1 pc	Modern Barong Dress or Blouse – barong style with a touch of ethnic indigenous design ( <i>embroidered on fabric</i> )	Preferred existing fabric that is wrinkle free and non-iron. Tropical fabric should be incorporated ( <i>pursuant to R.A. 9242</i> )	<b>Php 6,000.00</b>	<b>Php 402,000.00</b>
3 pcs	Blouses – Corporate / Classic Style (LS, SL or ¾)	Preferred existing fabric (cotton or silk linen)		
3 pcs	Slacks (with pockets, and side zipper) or Skirt (pencil cut, with front pocket and side zipper)	Textured fabric or linen		
1 pc	Blazer (with pockets and secret pocket for ID)	Textured fabric or linen		

LOT 2				
<b>31 sets</b>	<b>MALE</b>			
1 pc	Polo Barong – long sleeves barong style with a touch of ethnic indigenous design ( <i>embroidered on fabric</i> )	Wrinkle free and non-iron fabric. Tropical fabric should be incorporated ( <i>pursuant to R.A. 9242</i> )	<b>Php 6,000.00</b>	<b>Php 186,000.00</b>
3 pcs	Modern Fit Polo or Polo Barong – collared with buttoned placket (LS or SL)	Wrinkle free and non-iron fabric		
4 pcs	Slacks (with belt loops, pockets)	Textured fabric or linen		
1 pc	Blazer (with pockets and secret pocket for ID)	Textured fabric or linen		

#### IV. CRITERIA FOR SELECTION

The proposal shall be evaluated using the Cost-Quality method, where 40% shall be allocated for Cost and 60% for Quality as follows:

Criteria	Weight
1. Quality	
a. Work (20%) based on sample sets	60%
b. Fabric (20%)	
c. Fixed Sizes (20%)	
2. Cost	40%
<b>TOTAL</b>	<b>100%</b>

The quality of submitted samples shall be evaluated on the following;

1. Work: includes workmanship, design and durability
2. Fabric: includes comfort, fit and appeal
3. Fixed Sizes as to Small, Medium, Large, Extra-Large and Double XL with at least two inches allowance (tapered fit)

**Note:** Bidders should submit the following:

1. Sample sets of the above requirements
2. Swatches for proposed color combinations and thread color for embroidery
3. Suggested embroidery patterns

**Production/Full Delivery** – within 60 days from the acceptance of Notice to Proceed

## V. ELIGIBILITY REQUIREMENTS

1. Must be operated and legally registered supplier under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)
3. Must submit the following unexpired legal documents to be eligible to participate:
  - SEC or DTI Registration Certificate, whichever is applicable
  - Mayor's Permit/License
  - BIR Registration/TIN
  - Company Profile/Reference
  - PhilGEPS Certificate

## VI. Other Technical Requirements

The proposal should cover the following requirements/arrangements:

1. Must ensure that approved fabrics are available in time for production of uniforms and present certificate of stocks availability for the production of all uniforms
2. Meet-ups must be done in the TPB Office
3. Bidders shall present and submit at least three (3) different designs

**ABC LOT 1** Php402,000.00 inclusive of all applicable taxes;  
P6,000.00/per female employee for 67 sets

**ABC LOT 2** Php186,000.00 inclusive of all applicable taxes;  
P6,000.00/per male employee for 31 sets

4. Delivery scheme shall be per lot basis:

Item	No. of Sets	Delivery Date
Lot 1 – Female	67 sets	Within 60 days
Lot 2 – Male	31 sets	Within 30 days

## VII. Mode of Payment

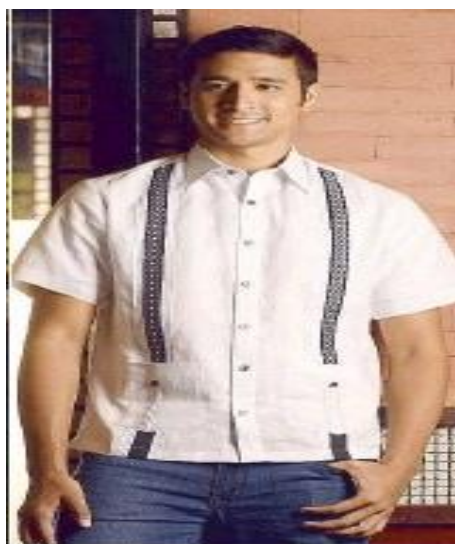
Send bill arrangement per tranches as follows:

- 15% mobilization cost within 30 days upon submission of final design and measurements, and proof of down payment for materials;
- 35% within 30 days upon 1st delivery;
- 50% within 30 days upon complete delivery

### MALE Polo Barong



### MALE Modern Fit Polo





## FEMALE Blazer, Blouse, Pants and Skirt



## MALE Polo and Blazer



## MALE Pants

