

February 16, 2023

## REQUEST FOR QUOTATION

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

**RFQ No.** **TPB-RFQ 2023.02.023**

**PR No. 1.011**

**Requirements:** **Supply and Delivery of Office Supplies for 1<sup>st</sup> Quarter 2023**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
12 pcs	Glue Stick, Elmers, 9 grams	Php40.00	Php480.00
4 cart	HP TONER, HP658A Black	9,000.00	36,000.00
2 cart	HP TONER, HP658A Cyan	13,500.00	27,000.00
2 cart	HP TONER, HP658A Yellow	13,500.00	27,000.00
2 cart	HP TONER, HP658A Magenta	13,500.00	27,000.00
50 cart	HP TONER, HP416A (W2040A) Black	4,500.00	225,000.00
30 cart	HP TONER, HP416A (W2041A) Cyan	5,600.00	168,000.00
30 cart	HP TONER, HP416A (W2042A) Yellow	5,600.00	168,000.00
30 cart	HP TONER, HP416A (W2043A) Magenta	5,600.00	168,000.00
60 packs	Page markers, stick-on, 5s/pack (12.7mm x 44.4mm = TOTAL 500) CONT.500 hojas	150.00	9,000.00
15 rlls	Tape, Double-sided, 12mm tissue type	30.00	450.00
15 rlls	Tape, Double-sided, 12mm, with foam	45.00	675.00
300 pcs	Balikbayan box, 20 x 20 x 20 inches	125.00	37,500.00
Terms	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		<b>Php894,105.00</b>

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 **23 February 2023 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.

**ELOISA A. ROMERO**

Head, 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**