

April 17, 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023-04-063

PR No. 4.010

Requirements : **Production of Tote Bags for MICE Plus Programs**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
3,900 pcs	<p>TOTE BAG</p> <p>SPECIFICATION:</p> <p>Material: Canvass – Natural Color</p> <p>Bag Size: 14" height x 13" top length & 10" bottom length x 2" bottom width</p> <p>Handle: 22" length x 1" width</p> <p>Center Patch:</p> <p>Balud: 5" length x 2" width</p> <p>Vegan Leather: 4" length x 1.25" width with debossed "PHILIPPINES" or "#PHILIPPINES" text *more than 1 color</p> <p>CANVASS TOTE BAG</p>  <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> Company Profile Accomplished Statement of Technical Compliance to the Technical Specifications 	Php250.00	Php975,000.00

	<p>3. Actual sample of the tote bag with debossed text similar to the requirement</p> <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Income/Business Tax Return 4. SEC/DTI Certificate of Registration 5. Notarized Revised Omnibus Sworn Statement "Annex B" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> 1. Layout "Annex A" 2. Statement of Compliance to the Technical Specifications <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days from receipt of Invoice		
Delivery	1 st Delivery: 2 weeks upon receipt of NTP – 1,000 pcs Succeeding Deliveries: Based on the mutual agreement of the End-User and the supplier		
ABC	The approved budget for the contract (ABC) is PhP975,000.00 inclusive of all applicable taxes.		PhP975,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **21 April 2023 at 12:00 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: Soleil Moon A. Fajardo
Contact number: 02 8525 – 7312 loc. 278

CANVASS TOTE BAG



Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*


[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PRODUCTION OF TOTE BAGS FOR MICE PLUS PROGRAM

TPB-RFQ 2023-04-063

Bidder 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.	<p>TOTE BAG SPECIFICATION: Material: Canvass – Natural Color Bag Size: 14" height x 13" top length & 10" bottom length x 2" bottom width Handle: 22" length x 1" width Center Patch: Balud: 5" length x 2" width Vegan Leather: 4" length x 1.25" width with debossed "PHILIPPINES" or "#PHILIPPINES" text *more than 1 color</p> <p style="text-align: center;">CANVASS TOTE BAG</p>  <p>22" (handle length) 1" (handle width) 13" (top bag length) 2" (Balud width) x 5" (Balud length) 1.25" (vegan leather width) x 4" (vegan leather length) *with debossed "PHILIPPINES" or "#PHILIPPINES" 14" (bag height) 2" (bottom bag width) 10" (bottom bag length)</p>	
2.	<p>1st Delivery: 2 weeks upon receipt of NTP - 1,000pcs Succeeding Deliveries: Based on the mutual agreement of the End-User and the supplier</p>	

3.	Bidder must provide an actual sample of the Tote Bag with debossed text similar to the requirement for the End-User's approval	
4.	Supplier must be amenable to no down payment policy	
5.	Supplier must be amenable with a send bill arrangement with the Tourism Promotions Board	
6.	Final payment is in 30 working days upon receipt of invoice, billing, and/or other pertinent documents	
7.	Statement of Account / Billing Statement addressed to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer, Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100	
8.	Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder	
9.	The effectivity of the Contract shall commence upon receipt by the bidder of the Notice to Proceed (NTP) until the completion of the deliverable/services	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date