

REQUEST FOR QUOTATION

APRIL 18, 2023

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

Quotation No. TPB-PR.2023.04.066

REQUIREMENTS: SUPPLY AND DELIVERY OF CUSTOMIZED GIVEAWAYS

PROJECT NAME: TOURISM MARKETING EDUCATION SEMINAR 2023

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>1 Lot Customized Giveaways:</p> <p>a) Customized mouse pad – 400 pcs. Unit Cost: Php200.00/pc. Total Cost: Php80,000.00</p> <p>b) Inflatable U-shaped air travel neck pillow with pouch / storage bag – 400 pcs. Unit Cost: PhP 280.00/set Total Cost: PhP 112,000.00</p> <p>c) Reversible conference/canvas tote bag – 360 pcs. Unit Cost: Php 300.00/pc Total Cost: Php 108,000.00</p> <p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specifications <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. Notarized Omnibus Sworn Statement 	PhP300,000.00	PhP300,000.00

TOURISM PROMOTIONS BOARD PHILIPPINES


4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

	<p>5. SEC/DTI Certificate of Registration</p> <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance to the Technical Specifications <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 3. Suppliers should/must submit sample based on the above specifications it will be used as basis for the bid evaluation. Failure to submit/present similar sample of the above requirements will not be considered and will be disqualified. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP300,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **April 24, 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.


ELOISA A. ROMERO
 Head, Procurement and General Services Division
 Administrative Department



Contact Person
Contact No.

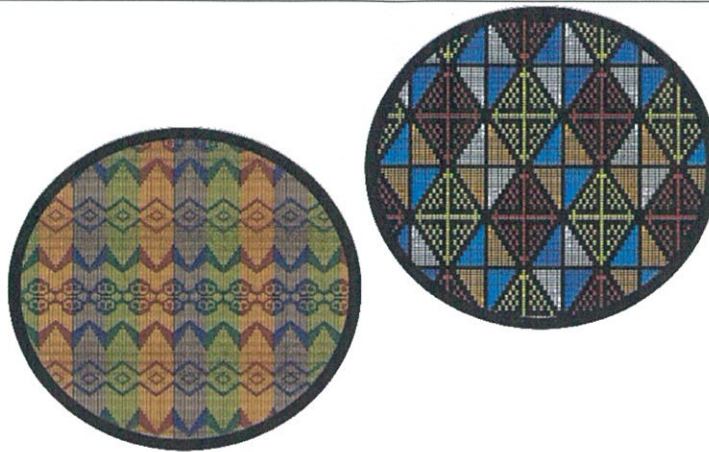
MR. SOCRATES G. TORRES
(8) 525-9318 local 266

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
REQUIREMENTS: SUPPLY AND DELIVERY OF CUSTOMIZED GIVEAWAYS**

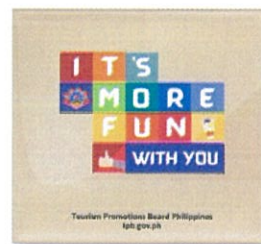
Quotation No. TPB-PR.2023.04.066

[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	<div>DELIVERY DATES (tentative)</div> <table><tr><th>Run</th><th>Webinar Dates</th><th>Delivery Dates</th></tr><tr><td>1</td><td>July 9-14, 2023</td><td>At least 2 weeks prior webinar dates</td></tr></table>	Run	Webinar Dates	Delivery Dates	1	July 9-14, 2023	At least 2 weeks prior webinar dates											
Run	Webinar Dates	Delivery Dates																
1	July 9-14, 2023	At least 2 weeks prior webinar dates																
2	<div>Customized mouse pad</div> <table><tr><th>Specifications</th><th>Description</th></tr><tr><td>Quantity</td><td>400 pcs</td></tr><tr><td>Size</td><td>a. Mouse pad – 8in diameter x 3mm thick b. Packaging – 8.25in x 8.25in with 1diameter hole on one side (to see design); with adhesive sticker / peel to close envelope</td></tr><tr><td>Material Preference</td><td>a. Mouse pad – neoprene/other bonded fabric surface and anti-slip rubber (anti-fray stitches at the edge) b. Packaging – Kraft paper Caliper 12-15</td></tr><tr><td>Color Requirement</td><td>a. Mouse pad – full color x 0 b. Packaging – full color printing</td></tr><tr><td>Printing Process</td><td>a. Mouse pad – digital or offset printing b. Packaging – digital or offset printing</td></tr><tr><td>Unit Cost</td><td>PhP 200.00/pc</td></tr><tr><td>Total Cost</td><td>PhP 80,000.00</td></tr></table>	Specifications	Description	Quantity	400 pcs	Size	a. Mouse pad – 8in diameter x 3mm thick b. Packaging – 8.25in x 8.25in with 1diameter hole on one side (to see design); with adhesive sticker / peel to close envelope	Material Preference	a. Mouse pad – neoprene/other bonded fabric surface and anti-slip rubber (anti-fray stitches at the edge) b. Packaging – Kraft paper Caliper 12-15	Color Requirement	a. Mouse pad – full color x 0 b. Packaging – full color printing	Printing Process	a. Mouse pad – digital or offset printing b. Packaging – digital or offset printing	Unit Cost	PhP 200.00/pc	Total Cost	PhP 80,000.00	
Specifications	Description																	
Quantity	400 pcs																	
Size	a. Mouse pad – 8in diameter x 3mm thick b. Packaging – 8.25in x 8.25in with 1diameter hole on one side (to see design); with adhesive sticker / peel to close envelope																	
Material Preference	a. Mouse pad – neoprene/other bonded fabric surface and anti-slip rubber (anti-fray stitches at the edge) b. Packaging – Kraft paper Caliper 12-15																	
Color Requirement	a. Mouse pad – full color x 0 b. Packaging – full color printing																	
Printing Process	a. Mouse pad – digital or offset printing b. Packaging – digital or offset printing																	
Unit Cost	PhP 200.00/pc																	
Total Cost	PhP 80,000.00																	



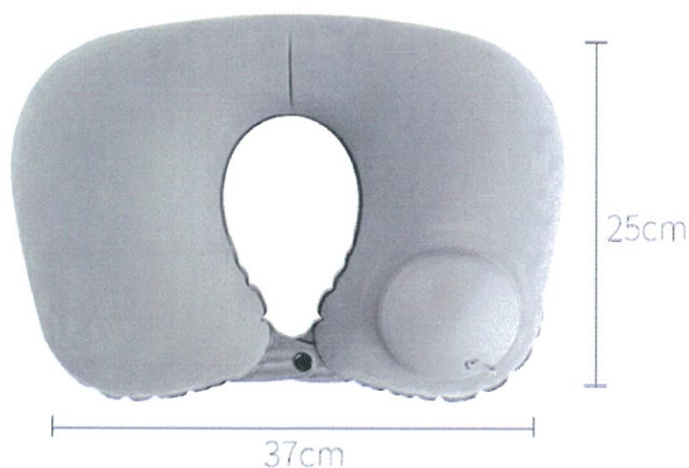
* cloth depends on the available weave/textile of supplier



3 Inflatable U-shaped air travel neck pillow with pouch / storage bag

Specifications	Description
Quantity	400 pcs
Size	a. Semi-circular form – approx. 28 cm x 40 cm x 3cm; fits pouch/storage bag b. Storage bag – approx. 14cm x 18 cm x 4cm
Material Preference	a. Neck pillow – Milk silk fabric + waterproof rubber + TPU inflation valve b. Storage bag – Milk silk fabric or canvas; flap type with Velcro to close
Color Requirement	Full color both side printing
Printing Process	Two side printing, sublimation or direct print to item printing process

Unit Cost	PhP 280.00/set
Total Cost	PhP 112,000.00



4

Reversible conference/canvas tote bag

Specifications	Description
Quantity	360 pcs
Size	a. Bag size - 40 cm x 36 cm x 4cm (base) b. Bag strap length & width – 60 cm x 5cm
Material Preference	a. Bag – canvas; cotton linen b. Bag strap – cotton twill tape or nylon & polyester grosgrain webbing
Color Requirement	Full color

Printing Process	Dual design (1 plain color & 1 printed designs) Offset or digital printing (4 plain colors & 4 printed designs)
Unit Cost	PhP 300.00/pc
Total Cost	PhP 108,000.00



5

- Other Requirements:**
a. Lay-out to be supplied by TPB.

	<p>b. Suppliers may submit sample for evaluation purposes and for approval of Project Officer and MarCom Creative Unit prior of awarding.</p> <p>c. Upon receipt of P.O. supplier may submit actual sample (Proofing) with printing for approval prior to mass production.</p> <p style="text-align: center;">Print Turnaround: Allowed 30 calendar days</p>	
6	<p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The Approved Budget for the Contract is THREE HUNDRED THOUSAND PESOS (PhP 300,000.00), inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down.</p>	
7	<p>TERMS OF PAYMENT</p> <p>Full payment upon complete delivery of items provided submission of Statement of Account and Delivery Receipt.</p>	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date