

## REQUEST FOR QUOTATION

March 10, 2023

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

**Quotation No.** TPB-PR.2023.03.045  
**PR No.** 3.011

**REQUIREMENTS:** Printing of the TPB 2022 Annual Report

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<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> </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> <li>5. SEC/DTI Certificate of Registration</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>	PhP150,000.00	PhP150,000.00
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is PhP150,000.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **March 16, 2022 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.

(SGD)

**ROSELLE D. ROMERO**

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person

**MR. SOCRATES G. TORRES**

Contact No.

**(8) 525-9318 local 266**

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**REQUIREMENTS: Printing of the TPB 2022 Annual Report (PR No. 3.011)**

**Quotation No. TPB-PR.2023.03.045**

**[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	PRINTING OF THE TPB 2022 ANNUAL REPORT (with LAMINATE ENVELOPE)	
2	Size (H x W) <ul style="list-style-type: none"> <li>• Folded size: 11.7 in. (H) x 8.25 in. (W)</li> <li>• Spread size: 11.7 in. (H) x 16.53 in. (W)</li> </ul>	
3	Paper Stock <ul style="list-style-type: none"> <li>▪ Cover: C2S 220 lbs. w/matt lamination &amp; Spot UV</li> <li>▪ Inside pages: matt coated 100 lbs.</li> </ul>	
4	Print Print: full color (cover & inside pages; latter with bleed)	
5	No. of Pages 50 pages including the front & back covers	
6	Packaging <ul style="list-style-type: none"> <li>▪ Individual packaging within a top fold laminate envelope fit to hold the report (1 Report to 1 Envelope ratio)</li> <li>▪ Packed in double-walled corrugated boxes as box space would allow</li> </ul>	
7	Machine/System Four (4) color printing process	
8	Process Offset printing	

9	Binding Smyth-sewn/Perfect Binding/Offset	
10	Others <ul style="list-style-type: none"> <li>▪ Supplier to submit previous sample works and sample paper for use for evaluation together with the other bid documents required</li> <li>▪ Client to provide file and layout</li> </ul>	
11	Quantity <ul style="list-style-type: none"> <li>▪ 1,000 pcs Annual Report</li> <li>▪ 1,000 pcs Laminate Envelope</li> </ul>	
12	Approved Budget PhP 150,000.00 (inclusive of VAT, other government applicable tax/charges)	
13	Delivery <ul style="list-style-type: none"> <li>▪ Post issuance of NTP, two mock-up runs to be provided by the Supplier subject to TPB's final approval <ul style="list-style-type: none"> <li>▪ First mock-up within 4 working days from receipt of layout file from TPB for proofing at no extra cost</li> <li>▪ Second mock-up 4 working days from receipt of comments and correction to the first mock-up from TPB for proofing at no extra cost</li> </ul> </li> <li>▪ Complete number of copies shall be delivered within fourteen (14) days upon final approval of the mock-up provided by the Supplier</li> </ul> <p>Inspection and receipt of delivered goods by the TPB Property Custodian</p>	

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

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

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

\_\_\_\_\_  
Date