

May 19, 2023

## REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2023-05-091  
**PR No.** 5.025

**Requirements :** **Production of Polo Shirt for the 125<sup>th</sup> Anniversary of Philippine Independence Day**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
20 pieces	<p><b>SHIRT</b>  Material: dri-fit, 100% polyester  Color: yellow  Others: with collar and buttons  Sizes: S/M/L/XL/XXL/XXXL (size breakdown to follow)  Packaging: single-packed plastic</p> <p><b>PRINT</b>  Process: full sublimation  Color: full color in front and back</p> <p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (for new bidder)</li> <li>2. Accomplished Statement of Technical Compliance to the Technical Specifications</li> <li>3. Actual similar sample of polo shirt with sublimation print</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. SEC/DTI Certificate of Registration</li> </ol> <p><b>ATTCHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Sample layout "Annex A"</li> <li>2. Statement of Compliance to the Technical Specifications "Annex B"</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>	PhP500.00	Php10,000.00
Terms	30 days from receipt of Invoice		
Delivery	Full Delivery on or before 08 June 2023		
ABC	The approved budget for the contract (ABC) is PhP10,000.00 inclusive of all applicable taxes.		<b>PhP10,000.00</b>

## TOURISM PROMOTIONS BOARD PHILIPPINES

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) not later than **24 May 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:	Soleil Moon A. Fajardo
Contact number:	02 8525 – 7312 loc. 278

ANNAEX "A"

125th ANNIVERSARY OF THE PHILIPPINE INDEPENDENCE AND NATIONHOOD  
POLO SHIRT DESIGN



FRONT



BACK

125th ANNIVERSARY OF THE PHILIPPINE INDEPENDENCE AND NATIONHOOD  
POLO SHIRT DESIGN

SAMPLES




**ANNEX “B”**

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**PRODUCTION OF POLO SHIRT FOR THE 125TH ANNIVERSARY OF PHILIPPINE INDEPENDENCE DAY  
TPB-RFQ 2023-05-091**

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)
<b>SHIRT</b>		
1.	Polo Shirts material is dri-fit, 100% polyester	
2.	Polo Shirts color is yellow	
3.	Polo Shirts have collar and buttons	
4.	Polo Shirts sizes are S/M/L/XL/XXL/XXXL (size breakdown to follow)	
5.	Polo Shirts must be single packed in a plastic	
6.	Polo Shirts quantity is 20 pieces	
<b>PRINT</b>		
1.	Printing process is full sublimation	
2.	Print Color must be full color in front and back	
<b>DESIGN/LAYOUT</b>		
1.		
<b>OTHER REQUIREMENTS</b>		

1.	Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing	
	Payment will be made through Land Bank of the Philippine (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier	
3.	Supplier must be willing to accept send-bill arrangement	
4.	The effectivity of the Contract shall commence from the date of receipt 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