

REQUEST FOR QUOTATION

May 18, 2023

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

Quotation No. TPB-PR.2023.05.089

PR No. 2.015

REQUIREMENTS: Supply, Production and Delivery of 2023 TPB Office Uniforms

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
2 LOTS	<p>Lot 1: 67 Sets Female Employees Uniform Unit Amount: Php6,000.00 Total Amount: Php402,000.00</p> <p>Lot 2: 31 Sets Male Employees Uniform Unit Amount: Php6,000.00 Total Amount: Php186,000.00</p> <p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specifications 3. SEC/DTI Certificate of Registration <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 <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. 		PhP588,000.00

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

Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP588,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **May 29, 2023 on or before 5:00 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

Lot 1: 67 Sets Female Employees Uniform

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PROJECT: Supply, Production and Delivery of 2023 TPB Office Uniforms (PR No. 2.015)

Quotation No. TPB-PR. TPB-PR.2023.03.053

[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	APPROVED BUDGET FOR THE CONTRACT (ABC): LOT 1 = FOUR HUNDRED TWO THOUSAND (Php402,000.00) inclusive of all applicable taxes	
2	No. of Female Employees: 67	
3	Modern Blouse with ethnic indigenous design, Corporate / Classic Style Blouse, and Slacks	
4	Qty: 67 sets	
5	FEMALE ITEM A Particulars 1 pc. Blouse – with a touch of ethnic indigenous design (embroidered on fabric) Fabric Preferred fabric that is wrinkle free and non-iron. Tropical fabric should be incorporated in so far as practicable (pursuant to R.A. 9242)	
6	ITEM B Particulars 2 pcs. Blouses – Corporate / Classic Style (LS, SL or $\frac{3}{4}$) Fabric	

	Preferred fabric (cotton or silk linen)													
7	ITEM C Particulars 2 pcs. Slacks (with pockets, and side zipper) or Skirt (pencil cut, with front pocket and side zipper) Fabric Textured fabric or cotton twill or stretch wool blend Colors can be mix and matched with the blouses													
8	Unit Price: Php 6,000.00 Total Amount: Php 402,000.00													
9	CRITERIA FOR SELECTION The proposal shall be evaluated using the Cost-Quality method, where 40% shall be allocated for Cost and 60% for Quality as follows: <table><tr><th>Criteria</th><th>Percentage</th></tr><tr><td>1. Work based on sample sets</td><td>20%</td></tr><tr><td>2. Fabric</td><td>20%</td></tr><tr><td>3. Fixed Sizes</td><td>20%</td></tr><tr><td>4. Cost</td><td>40%</td></tr><tr><td>TOTAL</td><td>100%</td></tr></table> The quality of submitted samples shall be evaluated on the following: 1. Work: includes workmanship, design and durability 2. Fabric: includes comfort, fit and appeal 3. Fixed Sizes as to Small, Medium, Large, Extra-Large and Double XL with at least two inches allowance	Criteria	Percentage	1. Work based on sample sets	20%	2. Fabric	20%	3. Fixed Sizes	20%	4. Cost	40%	TOTAL	100%	
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1. Work based on sample sets	20%													
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10	Bidders should submit the following: 1. Sample sets of the above requirements 2. Swatches for proposed color combinations and thread color for embroidery 3. Suggested embroidery patterns													

11	Production/Full Delivery – within 60 days from the acceptance of Notice to Proceed							
12	ELIGIBILITY REQUIREMENTS <ol style="list-style-type: none"> 1. Must be operated and legally registered supplier under Philippine laws; 2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS) 3. Must submit the following unexpired legal documents to be eligible to participate: <ul style="list-style-type: none"> ▪ SEC or DTI Registration Certificate, whichever is applicable ▪ Mayor's Permit/License ▪ Income /Business Tax Return ▪ BIR FORM 2303 ▪ Company Profile/Reference ▪ PhilGEPS Certificate ▪ Notarized Revised Omnibus Sworn Statement ▪ Accomplished Statement of Compliance to the Technical Specifications 							
13	Other Technical Requirements <p>The proposal should cover the following requirements/arrangements:</p> <ol style="list-style-type: none"> 1. Must ensure that approved fabrics are available in time for production of uniforms and present certificate of stocks availability for the production of all uniforms 2. Meet-ups must be done in the TPB Office 3. Bidders shall present and submit at least three (3) different designs for each item A, B and C 							
14	ABC LOT 1 <u>Php402,000.00</u> inclusive of all applicable taxes; P6,000.00/per female employee for 67 sets							
15	Delivery scheme shall be per lot basis: <table border="1"> <thead> <tr> <th>Item</th><th>No. of Sets</th><th>Delivery Date (from the acceptance of NTP)</th></tr> </thead> <tbody> <tr> <td>Lot 1 – Female</td><td>67 sets</td><td>Within 60 days</td></tr> </tbody> </table>	Item	No. of Sets	Delivery Date (from the acceptance of NTP)	Lot 1 – Female	67 sets	Within 60 days	
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Lot 1 – Female	67 sets	Within 60 days						

16	Mode of Payment Send bill arrangement per tranches as follows: <ul style="list-style-type: none"> ▪ 15% mobilization cost within 30 days upon submission of final design and measurements, and proof of down payment for materials; ▪ 35% within 30 days upon 1st delivery; ▪ 50% within 30 days upon complete delivery 	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date

Lot 2: 31 Sets Male Employees Uniform

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PROJECT: Supply, Production and Delivery of 2023 TPB Office Uniforms (PR No. 2.015)

Quotation No. TPB-PR. TPB-PR.2023.05.089

[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	APPROVED BUDGET FOR THE CONTRACT (ABC): LOT 2 = ONE HUNDRED EIGHTY SIX THOUSAND (Php186,000.00) inclusive of all applicable taxes	
2	No. of Female Employees: 31	
3	Polo Barong, Modern Fit Polo, and Slacks	
4	Qty: 31 sets	
5	MALE ITEM A Particulars 1 pc. Polo Barong – long sleeves barong style with a touch of ethnic indigenous design (embroidered on fabric) Fabric Wrinkle free and non-iron fabric. Tropical fabric should be incorporated, in so far as practicable (pursuant to R.A. 9242)	
6	ITEM B Particulars 2 pcs. Modern Fit Polo or Polo Barong – collared with buttoned placket (LS or SL)	

	Fabric Wrinkle free and non-iron fabric													
7	ITEM C Particulars 2 pcs. Slacks (with belt loops, pockets) Fabric Textured fabric or cotton twill or stretch wool blend													
8	Unit Price: Php 6,000.00 Total Amount: Php 186,000.00													
9	CRITERIA FOR SELECTION The proposal shall be evaluated using the Cost-Quality method, where 40% shall be allocated for Cost and 60% for Quality as follows: <table><tr><th>Criteria</th><th>Percentage</th></tr><tr><td>1. Work based on sample sets</td><td>20%</td></tr><tr><td>2. Fabric</td><td>20%</td></tr><tr><td>3. Fixed Sizes</td><td>20%</td></tr><tr><td>4. Cost</td><td>40%</td></tr><tr><td>TOTAL</td><td>100%</td></tr></table> The quality of submitted samples shall be evaluated on the following; <ol style="list-style-type: none">1. Work: includes workmanship, design and durability2. Fabric: includes comfort, fit and appeal3. Fixed Sizes as to Small, Medium, Large, Extra-Large and Double XL with at least two inches allowance	Criteria	Percentage	1. Work based on sample sets	20%	2. Fabric	20%	3. Fixed Sizes	20%	4. Cost	40%	TOTAL	100%	
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