

May 17, 2023

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2023.05.088**

PR No. 5.022 (5.511)

Requirements: **Supply and Delivery of Office Supplier for 3rd Quarter 2023**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
10 bxs	CLIP, Backfold, 13mm, 12 pcs /box	Php10.00	Php100.00
10 cart	HP TONER, HP975A Cyan	4,200.00	42,000.00
25 cart	HP TONER, HP975A Black	3,500.00	87,500.00
10 cart	HP TONER, HP975A Magenta	4,200.00	42,000.00
10 cart	HP TONER, HP975A Yellow	4,200.00	42,000.00
40 cart	HP TONER, HP416A (W2040A) Black	4,500.00	180,000.00
30 cart	HP TONER, HP416A (W2041A) Cyan	5,600.00	168,000.00
30 cart	HP TONER, HP416A (W2042A) Yellow	5,600.00	168,000.00
30 cart	HP TONER, HP416A (W2043A) Magenta	5,600.00	168,000.00
10 pack	Page markers, stick-on, 5 pads/pack	150.00	9,000.00
40 pcs	Sign pen, Hi-Techpoint V10 Grip, 1.0, black	65.00	2,600.00
20 pcs	Sign pen, Hi-Techpoint V10 Grip, 1.0, blue	65.00	1,300.00
100 pcs	Balikbayan box, 20 x 20 x 20 inches	125.00	12,500.00
75 pcs	Ballpen, black - Panda	6.00	450.00
40 pcs	Ballpen, blue - Panda	6.00	240.00
6 pcs	Glue, All purpose, 200g min	50.00	300.00
	nothing follows		
Terms	30 days from receipt of Invoice		
Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php923,990.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address ***bhong_ducusin@tpb.gov.ph*** not later than **23 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: Jose T. Ducusin, Jr
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

Note: All entries must be typewritten on your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (New Supplier only)
- f. Certificate of Authorized HP Reseller**