

25 July 2023

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2023.07.159**

PR No. **4.048 (4.242) 4.048A (4.408), 4.048C, (5.433), 4.048D (5.514), 4.048E (5.519)6.056 (6.767), 7.059 (7.0954)**

Requirements : **Printing and Production of Business Cards for IPD, MICE Dept, OCOO, PGSD, ODCOO, Legal Dept. and Marcom**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
102 bxs (100's/ bx)	Specifications:	Php800.00	Php81,600.00
	Details and Quantity: (100 pcs/box)		
	Employee's Name Quantity		
	North Asia (10 bxs)		
	1. Mika Anjella D. Calzado - 2 boxes Acting Head, North Asia Division		
	2. Mark Nicole M. Evangelista - 2 boxes Market Specialist III		
	3. Hannah S. Yabyabin - 2 boxes Market Specialist II		
	4. Ninibeth Leanne V. Madrilejos - 2 boxes Market Specialist II		
	5. Coryne Angela S. Seneres - 2 boxes Market Specialist II		
	MICE Department (32 bxs)		
	1. Arnold T. Gonzales - 8 boxes Acting Head, MICE Department		
	2. Raquel Ruth A. Tria-Joya - 8 boxes Acting Head, Sales and Accounts Management Division		
	3. Sherdoll Anne D. Bayona - 8 boxes Senior Supervising Convention Officer		
	4. Jelline Jazel C. Santos - 4 boxes Project Development II		
	5. Mikaela N. Fuentes - 4 boxes Convention Services Officer III		
	Office of the Chief Operating Officer (14 bxs)		
	1. Maria Margarita M. Nograles - 5 box		

TOURISM PROMOTIONS BOARD PHILIPPINES

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	Chief Operating Officer		
2.	Melanie Joy Y. Chua Executive Assistant IV	- 3 box	
3.	Ryvet E. Parino-Cruz Executive Assistant III	- 1 box	
4.	Marianne A. Espera-Anquilo Secretary	- 1 box	
5.	Nina Noreen V. Mercado Administrative Assistant	- 1 box	
6.	Dara Eloisa D. Roa Market Specialist	- 3 boxes	
	PGSD (1 bx)		
1.	Roselle D. Romero Administrative Officer IV Procurement and General Services Division	- 1 box	
	North Asia (10 bxs)		
1.	Charles Aames M. Bautista Deputy Chief Operating Officer For Marketing and Promotions Department	- 4 boxes	
2.	Marivic M. Sevilla Acting Head, International Promotions Department	- 5 boxes	
3.	Joseph Kerr Villar Executive Assistant II	- 1 box	
	Legal Department (3 bxs)		
1.	Aty. Gregory A. Nuega Acting Head	- 1 box	
2.	Marvin David M. Velayo Legal Researcher	- 1 box	
3.	Benjamin Jose G. Gutierrez Legal Secretary	- 1 box	
	MARCOM (32 bxs)		
1.	Maria Nedalin L. Miranda	- 3 boxes	
2.	Antea Reine Q. Ifurung	- 3 boxes	
3.	Maria Febbie R. Alacapa	- 3 boxes	
4.	April Rose M. Enerio	- 3 boxes	
5.	Kazumi Lil A. Policarpio	- 3 boxes	
6.	Janelle Crisha S. Cu	- 3 boxes	
7.	Jameson B. Caranza	- 3 boxes	
8.	Narjay R. Calinao	- 2 boxes	
9.	Ochie B. Cruz	- 2 boxes	
10.	Lorenz Eugene D. Cabanos	- 1 box	
11.	Jen Marie R. Bawar	- 1 box	
12.	Krisandra A. Cheung	- 1 box	
13.	Pauline Sarah N. Mancita	- 1 box	

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	<p>14. Shirley C. Espadero - 1 box</p> <p>15. Editha P. Colon - 1 box</p> <p>16. Ma. Patricia M. Yulo - 1 box</p> <p>Size : 8.90 cm 5.11 cm</p> <p>Material Preference:</p> <ul style="list-style-type: none"> - IFEX – Cordenons Radiance New Evolution White, 280 gsm <p>Color Requirement:</p> <ul style="list-style-type: none"> - Front side: Full Color Printing - Back Side: Full Color, using new 5 Different images per name <p>Printing Process:</p> <ul style="list-style-type: none"> - Offset, two side full color printing <p>Additional Specifications:</p> <ol style="list-style-type: none"> 1. Layout to be supplies by TPB 2. Suppliers must submit an actual sample of paper for evaluation purposes and approval of MARCOM Creative Unit prior to awarding. 3. Upon receipt of P.O. supplier may submit proof for Creative Unit approval prior to final/mass printing. 4. Print Turnaround (Production Timeline): Allowed 25 calendar days upon approval of final proof. 5. Suppliers should/must submit paper stock to be used with sample print based on the above specifications will be used as the basis for the bid evaluation. Failure to submit/present a similar sample of the above requirements will not be considered and will be disqualified. 6. Suppliers should/must submit a sample BUSINESS CARD print based on the above specifications that will be used as the basis for the bid evaluation. Failure to submit/present a similar sample of the above requirements will not be considered and will be disqualified. 7. Allowed reproofing of 3 times at no extra cost to TPB <p>Link: https://drive.google.com/drive/folders/1erWRDe3MG RpWC5WjW08W2FFbypilq-Ml</p> <p>LEGAL REQUIREMENT:</p>		
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	<ul style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Company profile (New Supplier only) f. Statement of Compliance to the Technical Specification (Annex "A") g. Omnibus Sworn Statement (Annex "B") <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex "A") b. Omnibus Sworn Statement (Annex "B") <p>NOTE:</p> <ul style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days. 		
Terms	30 days from receipt of Invoice		
Delivery	25 Calendar days upon approval of final proof		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php81,600.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **31 July 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.


ROSELLE D. ROMERO
 Acting Head

Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr
 Contact number: 02 8525 -7312 / 8525 – 9318 to 27

FRONT

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Acting Head – North Asia Division
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ANNEX "A"

TECHNICAL SPECIFICATION

Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement against each of the Individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	Printing and Production of Business Cards for IPD, MICE Dept, OCOO, PGSD, ODCOO, Legal Dept. and MARCOM	102 bxs (100's/bx)	
	Specifications: Details and Quantity: (100 pcs/box) Employee's Name Quantity North Asia (10 bxs) 1. Mika Anjelah D. Calzado - 2 boxes Acting Head, North Asia Division 2. Mark Nicole M. Evangelista - 2 boxes Market Specialist III 3. Hannah S. Yabyabin - 2 boxes Market Specialist II 4. Ninibeth Leanne V. Madrilejos - 2 boxes Market Specialist II 5. Coryne Angela S. Seneres - 2 boxes Market Specialist II MICE Department (32 bxs) 1. Arnold T. Gonzales - 8 boxes Acting Head, MICE Department 2. Raquel Ruth A. Tria-Joya - 8 boxes Acting Head, Sales and Accounts Management Division 3. Sherdoll Anne d. Bayona - 8 boxes Senior Supervising Convention Officer 4. Jelline Jazel C. Santos - 4 boxes Project Development II 5. Mikaela N. Fuentes - 4 boxes Convention Services Officer III Office of the Chief Operating Officer (14 bxs) 1. Maria Margarita M. Nograles - 5 boxes Chief Operating Officer 2. Melanie Joy Y. Chua - 3 boxes Executive Assistant IV		

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	<p>3. Ryvet E. Parno-Cruz - 1 box Executive Assistant III</p> <p>4. Marianne A. Espera-Anquilo - 1 box Secretary</p> <p>5. Nina Noreen V. Mercado - 1 box Administrative Assistant</p> <p>6. Dara Eloisa D. Roa - 3 boxes Market Specialist</p> <p>PGSD (1 bx)</p> <p>1. Roselle D. Romero - 1 box Administrative Officer IV Procurement and General Services Division</p> <p>North Asia (10 bxs)</p> <p>4. Charles Aames M. Bautista - 4 boxes Deputy Chief Operating Officer For Marketing and Promotions Department</p> <p>5. Marivic M. Sevilla - 5 boxes Acting Head, International Promotions Department</p> <p>6. Joseph Kerr Villar - 1 box Executive Assistant II</p> <p>Legal Department (3 bxs)</p> <p>4. Aty. Gregory A. Nuega - 1 box Acting Head</p> <p>5. Marvin David M. Velayo - 1 box Legal Researcher</p> <p>6. Benjamin Jose G. Gutierrez - 1 box Legal Secretary</p> <p>Material Preference:</p> <ul style="list-style-type: none"> - IFEX – Cordenons Radiance New Evolution White, 280 gsm <p>Color Requirement:</p> <ul style="list-style-type: none"> - Front side: Full Color Printing - Back Side: Full Color, using new 5 Different images per name <p>Printing Process:</p> <ul style="list-style-type: none"> - Offset, two side full color printing <p>Additional Specifications:</p> <ol style="list-style-type: none"> 1. Layout to be supplies by TPB 2. Suppliers must submit an actual sample of paper for evaluation purposes and approval of MARCOM Creative Unit prior to awarding. 		
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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

	<ol style="list-style-type: none"> 3. Upon receipt of P.O. supplier may submit proof for Creative Unit approval prior to final/mass printing 4. Print Turnaround (Production Timeline): Allowed 25 calendar days upon approval of final proof. 5. Suppliers should/must submit paper stock to be used with sample print based on the above specifications will be used as the basis for the bid evaluation. Failure to submit/present a similar sample of the above requirements will not be considered and will be disqualified. 6. Suppliers should/must submit a sample BUSINESS CARD print based on the above specifications that will be used as the basis for the bid evaluation. Failure to submit/present a similar sample of the above requirements will not be considered and will be disqualified. 7. Allowed reproofing of 3 times at no extra cost to TPB <p>Link: https://drive.google.com/drive/folders/1yoBeqw3mELwkaghh5ZAhtkHv43g76CvV</p> <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Company profile (New Supplier only) f. Statement of Compliance to the Technical Specification (Annex "A") g. Omnibus Sworn Statement (Annex "B") <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex "A") b. Omnibus Sworn Statement (Annex "B") <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 thirty (30) calendar days. 		
	<p>DELIVERY DATE: 25 Calendar days upon approval of final proof</p>		
	SCHEDULE OF REQUIREMENTS		

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	PAYMENT SCHEDULE Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of the billing statement. Payments will be made through a Landbank of the Philippines (LPB) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier	
	TERMS OF PAYMENT	
	1. Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services. 2. The supplier must have a Land bank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Land bank account, bank charges will be shouldered by the supplier.	

I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

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Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

TOURISM PROMOTIONS BOARD PHILIPPINES

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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