

August 4, 2023

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2023.08.169**

PR No. 8.011

Requirements: **Supply and Delivery of Office Supplies not available in PS-DBM**

| Quantity | Item/Description | Estimated Unit Price | Total Cost (PhP) |
|----------|--|----------------------|---------------------|
| 200 rms | PAPER, Multicopy, 80 gsm. Sub 24, A4 Size | Php210.00 | Php42,000.00 |
| 50 rms | PAPER, Multicopy, 80 gsm. Sub 24, Legal | 235.00 | 11,750.00 |
| 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 | | Php53,750.00 |

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 **9 August 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

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)