

REQUEST FOR QUOTATION

Certificate No. PHP QMS 21 93 0061

03 August 2023

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

Quotation No. TPB-PR.2023.08.165 –4th Posting
PR No. 6.036

REQUIREMENTS: SERVICE PROVIDER FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2023 BUYERS AND SELLERS DELEGATE KITS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/SERVICES:</p> <p>A. LAPTOP BAG</p> <ul style="list-style-type: none"> Quantity: 300 pieces Size: 15.6 inches: 40.5*30*10cm (Suitable for laptops within 39cm in length) Materials: polyester + local weave/textile (neutral color for the weave) Philippine Weave: Zipper Strap and Back strap Opening method: zipper Logo: Engraved Structure: zipper pocket, mobile phone pocket, certificate pocket, laptop pocket Breathable, waterproof, wear-resistant, shock-resistant Style: business casual <p>B. APPOINTMENT NOTEBOOKS</p> <p>➤ Notebook Sleeve</p> <ul style="list-style-type: none"> Made of Bambi material with T'nalak combination Size of Sleeve: <ul style="list-style-type: none"> Spread: 13.5" x 8.25" Folded: 6.75" x 8.25" Size of T'nalak <ul style="list-style-type: none"> Wide: 1.5" 2. Quantity: 150 pcs Color: Brown/Tan 	PhP600,000.00	PhP600,000.00

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

	<p>➤ Notebook with Card Holder</p> <ul style="list-style-type: none"> ● Size: <ul style="list-style-type: none"> - Cover folded: 13.50 cm (w) x 19.50 cm (h) - inside: 13.50 cm (w) x 19.50 cm (h) - Card plastic holder: 9.00 cm x 6.30 cm ● Color Requirement: <ul style="list-style-type: none"> - Cover: Hard thick acetate clear or any similar alternative (for approval of TPB), no printing (front & back cover) - Inside: 40 leaves, 1 color both sides - Breaker: 5 leaves – divider, full color both sides ● Material Preference: <ul style="list-style-type: none"> - Cover: Hard tick acetate or any similar alternative (for approval of TPB), no printing (front & back cover) - Inside pages: Rives Tradition ultra-white 100 gsm - Breaker: Rives Tradition ultra-white 170 gsm - Bus. cardholder: Card plastic holder (should be pasted in all inside pages, top & bottom alternate) ● Printing: Offset printing <p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Target Delivery Date: On or before 05 September 2023</p> <p>Place of Delivery: TPB Office</p> <p>Date of Implementation: 19-26 September 2023</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. Submit a sample material of the above-mentioned requirements together with the bid proposal. <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 		
--	--	--	--

	Attachments: <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance to the Technical Specifications Note: <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. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP600,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **09 August 2023 on or before 1700H**, 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.


ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

(MISS) GENESIS WEIYN B. LEE
(8) 525-7312 local 266