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REQUEST FOR QUOTATION

11 August 2023

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

Quotation No. TPB-PR.2023.08.178 -5TH 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 | SCOPE OF WORK/SERVICES: | PhP600,000.00 | PhP600,000.00 |
| | A. LAPTOP BAG 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 Opening method: zipper Logo: Engraved/Debossed Structure: zipper pocket, mobile phone | | |
| | pocket, certificate pocket, laptop pocket Breathable, waterproof, wear-resistant, shock-resistant Style: business casual | | |
| | B. APPOINTMENT NOTEBOOKS Notebook Sleeve Made of Bambi material with T'nalak combination Size of Sleeve: Spread: 13.5" x 8.25" Folded: 6.75" x 8.25" Size of T'nalak Wide: 1.5" 2. Quantity: 150 pcs Color: Brown/Tan | | |

Notebook

- Size:
- Cover folded: 13.50 cm (w) x 19.50 cm (h)
- inside: 13.50 cm (w) x 19.50 cm (h)
- Color Requirement:
- 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:
- 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
- Printing: Offset printing

PROJECT IMPLEMENTATION SCHEDULE

Target Delivery Date:

On or before 10 September 2023

Place of Delivery: TPB Office Date of Implementation:

19-26 September 2023

ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS

- 1. Company Profile
- 2. SEC/DTI Registration Certificate
- 3. Submit a sample material of the abovementioned requirements together with the bid proposal.

LEGAL REQUIREMENTS

- 1. PhilGEPS Registration Certificate
- 2. Business/Mayor's permit
- 3. Income/Business Tax Return
- 4. Notarized Omnibus Sworn Statement

Attachments:

1. Technical Specifications

| | 2. Statement of Compliance to the Technical Specifications | |
|-------|--|--|
| | Note: All entries must be typewritten on your company letterhead. Price Validity shall be for a period of thirty (30) 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 16 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.

Acting Head, Procurement and General Services Division

Administrative Department

Contact No.

(MISS) GENESIS WEIYN B. LEE

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