

5 December 2023

## REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2023.12.359**

PR No. **11.149**

Requirements : **Printing of Love the Philippines Stickers and Sticking Services**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 lot	<p><b>Printing of the Love the Philippines Stickers and Sticking of the stickers on the brochure</b></p> <p><b>ITEM</b></p> <p><b>A4 Set 1 Cebu Bohol, Omnibus</b></p> <ol style="list-style-type: none"> <li>Cebu Bohol, Map LTP logo (6,200 pcs)</li> <li>LTP Intro page (6,200 pcs)</li> <li>Purple sticker to cover URLs 10 stickers per sheets 620 pieces x P50.00/sheet</li> </ol> <p><b>A4 Set 2 Boracay (6,200 pcs)</b></p> <ol style="list-style-type: none"> <li>Boracay Front LTP Logo</li> <li>Boracay Map LTP Logo 15 stickers per sheets 414 pieces x P50.00/sheet</li> </ol> <p><b>A4 Set 3 Dive Brochure (6,200 pcs)</b></p> <ol style="list-style-type: none"> <li>Dive Map LTP Logo 15 stickers per sheets 414 pieces x P50.00/sheet</li> </ol> <p><b>Misc.: Labor</b></p> <ul style="list-style-type: none"> <li>Pick up of Brochures from the TPB Office*</li> <li>Placement of stickers on the brochures</li> <li>Delivery to the TPB office*</li> <li>Office address is subject to change, but within Metro Manila only</li> </ul> <p><b>Number of Brochures to stick the sticker on: 28,800</b>  <b>Total Sheets to be printed 1,448 pcs + Labor</b></p>	Php80,000.00	Php80,000.00

	<p><b>Specifications:</b></p> <p><b>Size :</b> A4</p> <p><b>Material:</b> Set 1 &amp; 2: High Quality Glossy/matte Sticker/Vinyl (preferably close to brochure paper)</p> <p>Set 3: Paper Sticker/Matt Stickers/Matte Vinyl (preferably close to brochure paper)</p> <p><b>Note: Supplier must have all the mentioned options available, as the final material will depend on the matchability of the sample/s Sticker should be long lasting.</b></p> <p><b>Print:</b> High Quality, Full color  <i>The goal is to have sticker prints close to the colors of the Printed brochures in order camouflage the cover-up,</i></p> <p><b>Packaging of the Brochure:</b></p> <ul style="list-style-type: none"> <li>- Quantity per pack = 100 pcs</li> <li>- Quantity per box = 1,000 pcs</li> </ul> <p>Brochures should fit well in the Box.  The box quality should be able to handle the weigh without being crumpled.</p> <p><b>Note: There is no need to pack the stickers, as this will be place by the printer on the existing brochures of TPB</b></p> <p><b>Printing Process:</b> Digital or offset printing with kiss-cut/half-cut. Suppliers may suggest the best printing process option, as long as the final cost is within the ABC and will not affect the print quality. Printer stickers should match the quality of the existing brochures.</p> <p><b>Other Details:</b></p> <ol style="list-style-type: none"> <li>1. Layout of stickers to be supplied by MARCOM. A guide on the placement of the correction stickers on the brochures will be included.</li> <li>2. The bidder must be able to submit the following samples: <ol style="list-style-type: none"> <li>a. Set A, B, and C in A4 size with kiss cut.</li> <li>b. Samples stickers placed over the logo and URL on the existing brochures.</li> </ol> Bidders may request the brochures to be used from TPB for sample purposes. Colors, print quality, and material should at least match or be close to the brochures in order for the cover up to be unnoticeable.</li> </ol>		
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3. Failure to submit/present the actual samples based on the above specifications will be disqualified and will not be considered.
4. Bidder with Quotation exceeding the ABC will be disqualified
5. The TPB will approve the final sample of the stickers prior to mass production. The winning bidder's actual sample may be submitted to the agency upon receipt of the Purchase order (P.O.).
6. The winning bidder will be responsible to (a) pick up the boxes of brochures from the TPB Office. (b) sticker over the areas to be covered. And (c) delivery the brochure back to TPB.

**DELIVERY TIMELINE:**

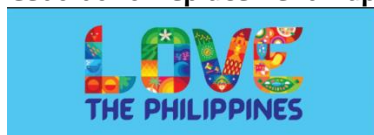
30 Calendar days upon approval of final sample

**1. Cebu bohol Map**

Replacement guide – cebu bohol map



**Cebu bohol replacement map logo**



**2. Ominbus URL**





### 3. Boracay Map:

#### Replacement Guide – Boracay Map



#### Boracay map replacement logo



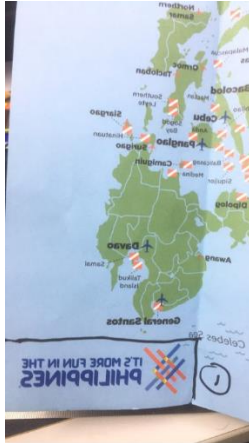
#### Replace guide – Boracay front cover



#### Boracay front cover logo replacement



#### 4. Dive Map



#### LINK:

[https://drive.google.com/drive/folders/17e\\_aF8N-xnEsFtRmninGS2CggCRptCF?usp=drive\\_link](https://drive.google.com/drive/folders/17e_aF8N-xnEsFtRmninGS2CggCRptCF?usp=drive_link)

#### PROJECT OFFICERS CONTACT INFO

**Maria Nedalin L. Miranda**

Tel: +63 2 8523 8960

Email: neng [miranda@tpb.gov.ph](mailto:miranda@tpb.gov.ph)

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#### LEGAL REQUIREMENT:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. Income/Business Tax Return Certificate
- e. Company profile (New Supplier only)
- f. Statement of Compliance to the Technical Specification (**Annex "A"**)
- g. Omnibus Sworn Statement (**Annex "B"**)

#### ATTACHMENTS:

- a. Statement of Compliance to the Technical Specification (Annex "A")
- b. Omnibus Sworn Statement (Annex "B")

#### NOTE:

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	30 Calendar days upon approval of final sample		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php80,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) not later than **12 December 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, 06 December 2023

Procurement and General Services Division

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

<b>TECHNICAL SPECIFICATION</b>			
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 (Comply/Not Comply)
	<b>Printing of Love the Philippines Stickers and Sticking Services</b>	1 lot	
	<b>Specification</b>		
	<b>Size:</b> A4 <b>Material:</b> Set 1 & 2: High Quality Glossy/matte Sticker/Vinyl (preferably close to brochure paper)  Set 3: Paper Sticker/Matt Stickers/Matte vinyl (preferably close to brochure paper) <i>Note: Supplier must have all the mentioned options available, as the final material will depend on the matchability of the sample/s Sticker should be long lasting.</i>		
	<b>Print:</b> High Quality, Full color <i>The goal is to have sticker prints close to the colors of the Printed brochures in order camouflage the cover-up,</i>		
	<b>Packaging of the Brochure:</b> - Quantity per pack = 100 pcs - Quantity per box = 1,000 pcs Brochures should fit well in the Box. The box quality should be able to handle the weigh without being crumpled. <i>Note: There is no need to pack the stickers, as this will be place by the printer on the existing brochures of TPB</i>		
	<b>Printing Process:</b> Digital or offset printing with kiss-cut/half-cut. Suppliers may suggest the best printing process option, as long as the final cost is within the ABC and will not affect the print quality. Printer stickers should match the quality of the existing brochures.		
	<b>Other Details:</b>		

	<ol style="list-style-type: none"> <li>1. Layout of stickers to be supplied by MARCOM. A guide on the placement of the correction stickers on the brochures will be included.</li> <li>2. The bidder must be able to submit the following samples: <ol style="list-style-type: none"> <li>a. Set A, B, and C in A4 size with kiss cut.</li> <li>b. Samples stickers placed over the logo and URL on the existing brochures.</li> </ol> <p>Bidders may request the brochures to be used from TPB for sample purposes. Colors, print quality, and material should at least match or be close to the brochures in order for the cover up to be unnoticeable.</p> </li> <li>3. Failure to submit/present the actual samples based on the above specifications will be disqualified and will not be considered.</li> <li>4. Bidder with Quotation exceeding the ABC will be disqualified</li> <li>5. The TPB will approve the final sample of the stickers prior to mass production. The winning bidder's actual sample may be submitted to the agency upon receipt of the Purchase order (P.O.).</li> <li>6. The winning bidder will be responsible to (a) pick up the boxes of brochures from the TPB Office. (b) sticker over the areas to be covered. And (c) delivery the brochure back to TPB.</li> </ol>		
	<b>DELIVERY TIMELINE:</b> 30 Calendar days upon approval of final sample		
	<b>LINK:</b> <a href="https://drive.google.com/drive/folders/17e_aF8N-xnEsFtRmninGS2CgqCRptCF?usp=drive_link">https://drive.google.com/drive/folders/17e_aF8N-xnEsFtRmninGS2CgqCRptCF?usp=drive_link</a>		

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. 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.**

**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]*