

January 23, 2024

REQUEST FOR QUOTATION

Quotation No. TPB-RFQ 2024.01.018
PR No. 01.015

Requirements : Supply and Delivery of Toner for Kyocera Ecosys Printer
Model: M5521CDW

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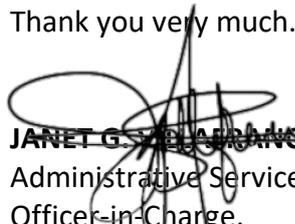
The Tourism Promotions Board (TPB) is in need of a Supplier for the abovementioned requirements.

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
15 pcs	Model: M5521CDW Kyocera Toner TK-5234 (Cyan)	Php5,150.00	Php77,250.00
15 pcs	Kyocera Toner TK-5234 (Yellow)	5,150.00	77,250.00
15 pcs	Kyocera Toner TK-5234 (Magenta)	5,150.00	77,250.00
20 pcs	Kyocera Toner TK-5234 (Black)	3,600.00	72,000.00
Terms	30 days upon receipt of Invoice		
Delivery	7 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php303,750.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **29 January 2024 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.



JANET G. BLARANGA
Administrative Services Officer IV
Officer-in-Charge,
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 in 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 (2023)
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (for New Supplier)
- f. Authorized Dealer / Exclusive Distributor