

REQUEST FOR QUOTATION

April 30, 2024

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

Quotation No: RFQ-24-04-5

PR No: PR-2024-04-009

REQUIREMENTS: Production of generic giveaways

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
2,000 Piece	Passport Holder Specifications Sizes : spread – (w) 15.6 x (h) 5.7 inches Folded – (w) 7.8 x (h) 5.7 inches Canvass- (w) 4.75 x (h) 7.5 inches Color : full color Materials passport holder : PU leather in full color print with pocket and garter canvass : good quality canvass cloth same color for cotton rope Printing passport holder : full color printing direct to materials canvass : full	435.00	Php 870,000.00

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

Main Report

	color printing digital silk screen ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS Statement of Compliance LEGAL COMPLIANCES MAYOR'S PERMIT/BUSINESS PERMIT BIR 2303 OR BIR REGISTRATION CERTIFICATE OMNIBUS SWORN STATEMENT INCOME/BUSINESS TAX RETURN PHILGEPS REGISTRATION DTI OR SEC REGISTRATION /CDA REGISTRATION 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	45 working days		
ABC	Approved Budget for Contract (ABC) is PhP870,000.00 inclusive of all applicable taxes		

Please submit your quota on/proposal together with the technical and legal documents enumerated above to email address **bac_sec@tpb.gov.ph/bhong_ducusin@tpb.gov.ph** not later than **07 May 2024**, until **12:00 am**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery.

The submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.

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%).

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

jducusin

Thank you very much.


ROSELLE D. ROMERO
Acting Head
Procurement and General Services Division

Contact Person: **Jose Ducusin, Jr.**

Contact No. 85257312

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

ANNEX "A"

TECHNICAL SPECIFICATION			
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)
	Printing and Production Generic Giveaways of Love the Philippines Passport Holder	1 lot	
	Specifications: Size: Spread – 15.6 (w) X 5.7 inches (H) Folded – 7.8 (W) X 5.7 inches (H) Canvass – 4.75 (W) X 7.5 (H) Inches Color: Full Color Materials Passport Holder: PU Leather in full color print With pocket and garter Canvass: good quality canvass cloth same color for Cotton rope Printing Passport Holder; Full color printing direct to Materials Canvass: Full color printing digital silk screen Quantity: 2,000 pcs UNIT PRICE: P435.00/pc TOTAL AMOUNT: Php870,000.00		
	DELIVERY TIMELINE: 1. 40 Calendar days upon approval of final sample 2. Delivery of Giveaways to TPB Philippines should be 100 pieces per box 3. Giveaways should be in clean corrugated box.		

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

Name of Company/Bidder

Signature over Printed Name of
Representative

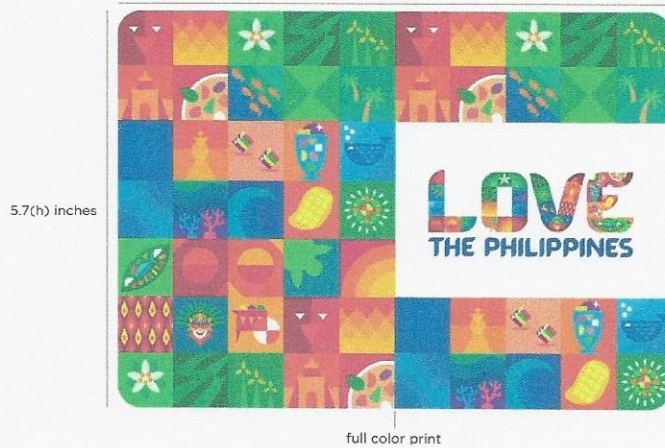
Date

ANNEX A

PASSPORT HOLDER

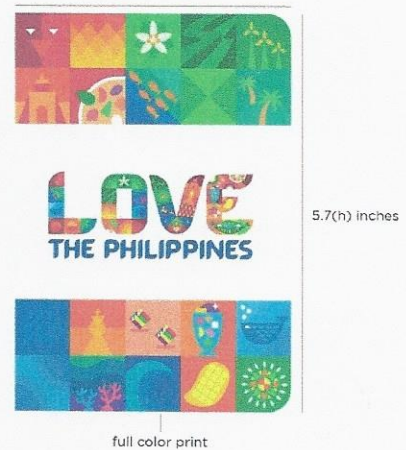
SPREAD (outside)

15.6(w) inches



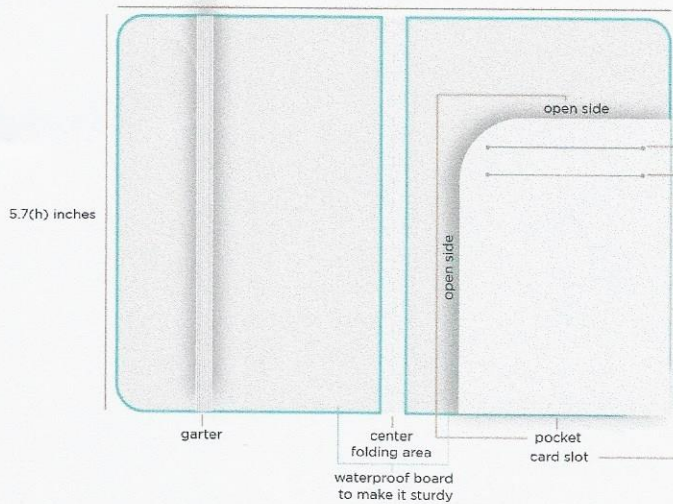
FOLDED

7.8(w) inches



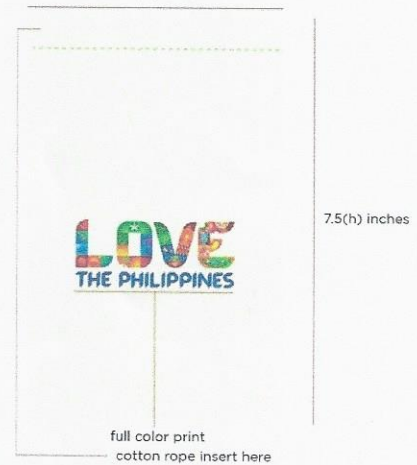
SPREAD (inside)

15.6(w) inches



CANVASS (drawstring)

4.75(w) inches



ANNEX "B"

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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]