

February 20, 2025

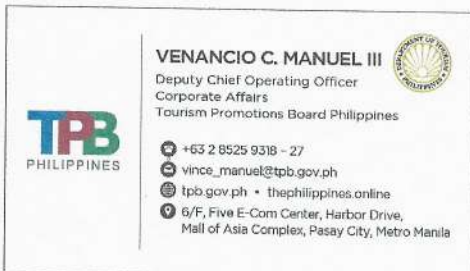
REQUEST FOR QUOTATION


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

RFQ No. TPB-RFQ 2025-02-043

PR No. 02.022

Requirements: **Printing and Production of Calling Cards of the OD-Coo for Corporate Affairs, Administrative Department and Procurement and Management Division**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
29 bxs	Calling Card 29 different names and Design (annex "C")	Php700.00	PhP20,300.00
	Specifications: Details and Quantity: (100 pcs/box) Material Preference: <ul style="list-style-type: none"> - Astro Bianco, White 280 gsm Size: 3.5 (W) x 2 inches (H) Printing Process: <ul style="list-style-type: none"> - Offset / digital printing Two side full color printing Color Requirement: <ul style="list-style-type: none"> - Front side: Full Color Printing - Back Side: Full Color, using "Love the Philippines" 		
	Design Please click https://drive.google.com/drive/folders/18LZdbBgRVG8n9-wP8yEsDyZgOvorHR0 Front 		

	<p>Back</p> 		
	<p>Other details:</p> <ol style="list-style-type: none"> 1. Layout to be supplied by TPB 2. The bidder must be able to submit a sample of work done with the same material as mentioned in the Specifications given together with the quotation. 3. Supplier may also present/submit good and high-quality materials for approval of end user and MARCOM 4. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered. 5. TPB Philippines to approve the final sample of the calling card prior to production. 6. The final sample should be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.) 7. Damaged items upon delivery must be replaced by the supplier free of charge. 8. Calling cards should be In a box per 100 pcs. 		
	<p>Bidder's Qualification Requirements:</p> <ol style="list-style-type: none"> 1. Bidder's must be PHILGEPS registered, submit registration certificate as part of the bidding documents, 2. Bidders must have a proven track record in the printing industry 3. Bidders must have established experience in handling similar projects in the past three (3) years. 		
	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Delivery timeline:</p> <ul style="list-style-type: none"> • Full Delivery 20 Calendar days upon approval of final sample 		
	<p>PROJECT OFFICER CONTACT INFORMATION</p> <p>Bernadette Kalingag Bernadette kalingag@tpb.gov.phEmail:</p>		
	<p>ADDITIONAL TECHNICAL REQUIREMENT</p> <ol style="list-style-type: none"> a. Company profile (New Supplier Only) b. SEC/DTI Registration Certificate c. Statement of Compliance with Technical Specification (Annex "A") 		

	<p>LEGAL REQUIREMENT:</p> <ul style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. BIR Registration (TIN No.2303) d. Omnibus Sworn Statement (Annex "C") <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> a. Statement of Compliance with Technical Specification (Annex "A") b. Omnibus Sworn Statement (Annex "B") c. Design (Annex "C") <p>NOTE:</p> <ul style="list-style-type: none"> 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		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php20,300.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph / bac_sec@tpb.gov.ph not later than **26 February 2025 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.


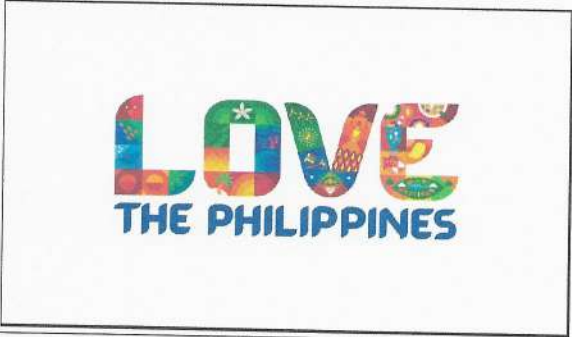

JANET G. VILBAFRANCA

Acting Head, Procurement Management Division
Finance Department

Contact person: Jose T. Ducusin, Jr

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
A.	Calling Card 29 different names (annex "C")	29 bxs	
	Specifications: Details and Quantity: (100 pcs/box) Material Preference: <ul style="list-style-type: none"> - Astro Bianco, White 280 gsm Size: 3.5 (W) x 2 inches (H) Printing Process: <ul style="list-style-type: none"> - Offset / digital printing Two side full color printing Color Requirement: <ul style="list-style-type: none"> - Front side: Full Color Printing - Back Side: Full Color, using "Love the Philippines" 		
	Design Please click https://drive.google.com/drive/folders/18LZdbBgRVG8n9 - wP8yEsDyZgOvorHR0 Front  Back 		

	Other details: <ol style="list-style-type: none"> 1. Layout to be supplied by TPB 2. The bidder must be able to submit a sample of work done with the same material as mentioned in the Specifications given together with the quotation. 3. Supplier may also present/submit good and high-quality materials for approval of end user and MARCOM 4. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered. 5. TPB Philippines to approve the final sample of the calling card prior to production. 6. The final sample should be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.) 7. Damaged items upon delivery must be replaced by the supplier free of charge. 8. Calling cards should be In a box per 100 pcs. 		
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	PROJECT IMPLEMENTATION SCHEDULE Delivery timeline: <ul style="list-style-type: none"> • Full Delivery 20 Calendar days upon approval of final sample 		

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]

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

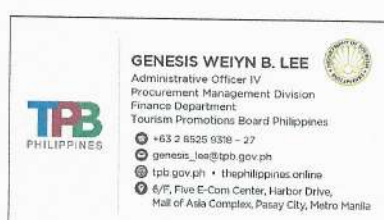
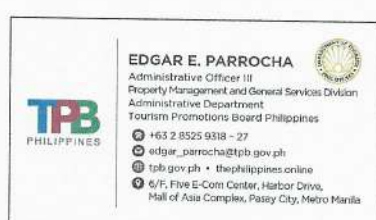
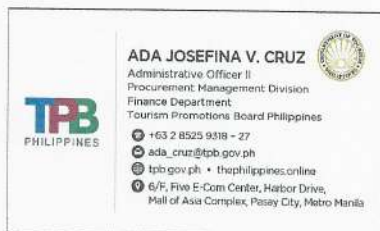
[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

List of Calling Cards

1. Venancio C. Manuel III
2. Donna Vee V. Baranda
3. Janet W. Canoy
4. Bernadette B. Kalingag
5. Rossandra Amythea Q. Cayago
6. Hazel F. Silva
7. Arianne Mae S. Inosanto
8. Karen A. Padolina
9. Shania C. Bahan
10. Iana Joy S. Garrido
11. Lyka R. Ragot
12. Janel S. Rivero
13. Carla Jane D. Sosa
14. Ana Kristina A. Eraga
15. Marites N. Bathan

16. Johnell A. Ignacio
17. Bj Mark Kevin U. Remo
18. Raquel A. Villanueva
19. Edgar E. Parrocha
20. Roselle D. Romero
21. Paula Jesusa C. Granale
22. Soleil Moon A. Fajardo
23. Genesis Weiyn B. Lee
24. Socrates G. Torres
25. Janet G. Villafranca
26. Kristine Heizelle B. Aclan
27. Majella D. Arago
28. Ada Josefina V. Cruz
29. Jose T. Ducusin Jr.



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