

12 February 2025

REQUEST FOR QUOTATION

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

RFQ No. **TPB RFQ 2025-02-030**
 PR No. **02.019**
 Requirements: **SUPPLY AND DELIVERY OF 16 REGIONAL BROCHURES**

Quantity	Item/Description	Estimated Unit Price (PhP)	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Reproduction of Regional Brochure Quantity: 4,000pcs per kind x 16 kinds Total of 64,000pcs @ 13.28125.00 per piece</p> <p>Specifications</p> <ul style="list-style-type: none"> • Spread: 59.50cm width x 42 cm height • Folded: 10cm width x 21 cm height • Folding: 6 panels' front and back with accordion fold • Paper stock: Matt art paper 80lbs. • Print color: Full color both sides <p>Packaging</p> <ul style="list-style-type: none"> • Quantity per pack: 100 pcs. • Quantity per box: 1000 pcs. (10 packs per box) Brochure should be well fitted on the box <p>Printing Process: Offset printing</p> <p>Other details:</p> <ol style="list-style-type: none"> 1. Brochure samples are available, kindly coordinate with TPB-Marcom/project officer. 2. Layout to be supplied by TPB-Marcom. 3. The bidder must be able to submit a sample of work done with the same or similar material and style as mentioned in the Specifications given, together with the quotation. 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 brochure and its packaging prior to production. The actual sample may be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.) 6. The TPB Philippines have a limited storage space in its office. Therefore, bidder must agree to store the 	PhP850,000.00	PhP850,000.00

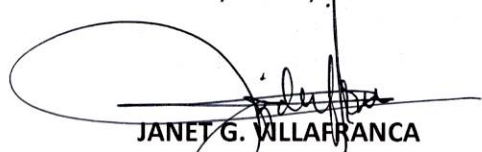
	<p>giveaways for TPB and deliver the giveaways as needed. Both parties may agree upon lead-time of delivery.</p> <p>7. The Bidder's storage space should be well ventilated to ensure that the quality of the giveaways and its packaging would be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.</p> <p>BIDDER'S QUALIFICATION REQUIREMENTS: To participate in this bidding process, prospective bidders must meet the following qualification requirements:</p> <p>1. PhilGEPS Registration</p> <ul style="list-style-type: none"> Bidders must be registered in the Philippine Government Electronic Procurement System (PhilGEPS). A valid PhilGEPS registration certificate must be submitted as part of the bidding documents. <p>2. Industry Experience and Performance</p> <ul style="list-style-type: none"> Bidders must have at least 5 years of experience in the printing industry. Bidders must demonstrate a good track record of delivering quality products on time. You may attach proof, to support this requirement. <p>3. Production Facility</p> <ul style="list-style-type: none"> Bidders must have a fully operational production facility equipped with the necessary machinery and equipment to handle printing projects. Bidders must provide documentation or photographs of their production facility as proof of compliance. <p>PROJECT IMPLEMENTATION SCHEDULE Delivery timeline: 30 calendar days upon approval of final sample</p> <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> Mayor's/ Business Permit PhilGEPS Registration Number/ Certificate Income/Business Tax Return Notarized Omnibus Sworn Statement <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> Technical Specifications/ Terms of Reference Statement of Compliance Omnibus Sworn Statement <p>NOTE:</p>		
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	<ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 		
Terms	<ul style="list-style-type: none"> • Payment will be processed upon completion of the delivery • Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications. • TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier. 		
ABC	PhP850,000.00 inclusive of service charge and all applicable taxes.		PhP850,000.00

Please submit your **quotation, technical, and legal** documents duly signed by your authorized representative to email address [ada_cruz@tpb.gov.ph/](mailto:ada_cruz@tpb.gov.ph) bac_sec@tpb.gov.ph not later than **20 February 2025, 05:00 PM**, subject to the Terms and Conditions stated herein.

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. VILLAFRANCA

Acting Head

Procurement Management Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF 16 REGIONAL BROCHURES

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	SCOPE OF WORK/ SERVICES/ DELIVERABLES Reproduction of Regional Brochure Quantity: 4,000pcs per kind x 16 kinds Total of 64,000pcs @ 13.28125.00 per piece	
2	Specifications <ul style="list-style-type: none"> • Spread: 59.50cm width x 42 cm height • Folded: 10cm width x 21 cm height • Folding: 6 panels' front and back with accordion fold • Paper stock: Matt art paper 80lbs. • Print color: Full color both sides 	
3	Packaging <ul style="list-style-type: none"> • Quantity per pack: 100 pcs. • Quantity per box: 1000 pcs. (10 packs per box) Brochure should be well fitted on the box	
4	Printing Process: Offset printing	
5	Other details: <ol style="list-style-type: none"> 1. Brochure samples are available, kindly coordinate with TPB-Marcom/project officer. 2. Layout to be supplied by TPB-Marcom. 3. The bidder must be able to submit a sample of work done with the same or similar material and style as mentioned in the Specifications given, together with the quotation. 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 brochure and its packaging prior to production. The actual sample may be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.) 6. The TPB Philippines have a limited storage space in its office. Therefore, bidder must agree to store the giveaways for TPB and deliver the giveaways as needed. Both parties may agree upon lead-time of delivery. 	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	7. The Bidder's storage space should be well ventilated to ensure that the quality of the giveaways and its packaging would be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.	
6	BIDDER'S QUALIFICATION REQUIREMENTS: To participate in this bidding process, prospective bidders must meet the following qualification requirements: 1. PhilGEPS Registration <ul style="list-style-type: none"> Bidders must be registered in the Philippine Government Electronic Procurement System (PhilGEPS). A valid PhilGEPS registration certificate must be submitted as part of the bidding documents. 2. Industry Experience and Performance <ul style="list-style-type: none"> Bidders must have at least 5 years of experience in the printing industry. Bidders must demonstrate a good track record of delivering quality products on time. You may attach proof, to support this requirement. 3. Production Facility <ul style="list-style-type: none"> Bidders must have a fully operational production facility equipped with the necessary machinery and equipment to handle printing projects. Bidders must provide documentation or photographs of their production facility as proof of compliance. 	
7	PROJECT IMPLEMENTATION SCHEDULE Delivery timeline: 30 calendar days upon approval of final sample	
8	CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

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]

REPRODUCTION OF 16 REGIONAL BROCHURES

TECHNICAL SPECIFICATIONS

I. BACKGROUND

The Tourism Promotions Board (TPB) Philippines is the marketing arm of the Department of Tourism. The agency exists to market and promote the Philippines domestically and internationally as a world-class tourism and MICE destination, in strategic partnership with private and public stakeholders to deliver a unique high-value experience for visitors, significantly contributing to increased arrivals, receipts, and investments to the country.

To ensure maximum exposure of the Philippines in the various tourism source markets of the country, the TPB engages in marketing activities using various media platforms. One of which are collateral materials that help build and strengthen the Philippines as a brand. Collateral materials make an impression and provide a competitive statement and later on win businesses. These collateral or marketing materials are considered as strategic assets of any brand.

Aligning with the thrusts of TPB, all collateral or marketing materials should be well thought of to serve its purpose and contribute to the creation of lasting memories as the recipient experience the country's diverse culture.

II. RATIONALE

Collateral / Marketing materials, particularly giveaways, can be a way to keep the Philippines into the top of the minds of potential tourists. It serves as another form of "word of mouth" publicity as it most likely be shared (not just once) over social media because everyone likes the idea of getting something for free and loves to share potential freebies/premium items with their friends.

In the industry we are in, having a well-thought off promotional materials that are purposeful, unique and has a story to tell, will ensure to build relationship with the recipients. It is for this reason that TPB wishes to contract with a supplier that puts quality first and meticulously go through a tedious process to ensure consistency in quality of the materials as well as its packaging.

III. OBJECTIVES

- a. To help generate recall that TPB Philippines is the marketing and promotions arm of the Philippine Department of Tourism
- b. Ensure brand recognition
- c. To share a piece of the Philippines and stimulate their minds to visit the country again

IV. SCOPE OF WORK / SERVICES

Reproduction of Regional Brochure

Quantity: 4,000pcs/kind x 16 kinds = 64,000pcs @ 13.28125.00/pc

ABC: ₱850,000.00

Specifications

Spread	:	59.50cm width x 42 cm height
Folded	:	10cm width x 21 cm height
Folding	:	6 panels' front and back with accordion fold
Paper stock	:	Matt art paper 80lbs.
Print color	:	Full color both sides

Packaging

Quantity per pack	:	100 pcs.
Quantity per box	:	1000 pcs. (10 packs per box)
Brochure should be well fitted on the box		

Printing

Process	:	Offset printing
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Other details:

1. Brochure samples are available, kindly coordinate with TPB-Marcom/project officer.
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V. PROJECT IMPLEMENTATION SCHEDULE

Delivery timeline:

30 calendar days upon approval of final sample

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is **EIGHT HUNDRED FIFTY THOUSAND PESOS (₱850,000.00)** inclusive of all applicable taxes.

VII. TERMS OF PAYMENT

- Payment will be processed upon completion of the delivery
- Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications.
- TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier.

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICERS CONTACT INFO

Krisandra Cheung
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