

March 10, 2025


## REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2025-03-077  
**PR No.** 02.008

**Requirements:** **2<sup>nd</sup> Posting Printing and Production of the L type Banner with Stand for MARCOM use**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
50 pcs	L Type Banner with Stand	Php5,000.00	Php250,000.00
	<b>Specifications:</b> <b>Dimensions</b> : 61cm (W) x 181cm (H) <b>Graphic Ares</b> : One side <b>Printing</b> : Full Color <b>Materials</b> <b>Fabric</b> : Polyclotch Canvass Fabric or Dye-sublimated fabric <b>Stand</b> : Banner Stand with clamp bars, Collapsible pole (6cm D), Banner Stand unit with tension Rod <b>Hardware</b> : Aluminum <b>Packaging</b> : Carry bag with dedicated pockets for the Mechanism, separate bag for each roll up fabric compact and collapsible for convenient transport and storage, inserted in paper tube packaging each banner		
	<b>Design</b> Please click <a href="https://drive.google.com/drive/folders/1HK4cuMxJ-jaFmjFZYw9qYEHl9hCfWRfu?usp=drive_link">https://drive.google.com/drive/folders/1HK4cuMxJ-jaFmjFZYw9qYEHl9hCfWRfu?usp=drive_link</a>		

			
	<p><b>Other details:</b></p> <ol style="list-style-type: none"> <li>1. L type banner samples are available, kindly coordinate with TPB-Marcom.</li> <li>2. Layout to be supplied by TPB-Marcom</li> <li>3. The bidder must be able to submit a sample</li> </ol>		

	<p>of work done with the same material as mentioned in the Specifications given together with the quotation.</p> <ol style="list-style-type: none"> <li>4. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.</li> <li>5. TPB Philippines to approve the final sample of the giveaway and its packaging prior to production. The final sample should be submitted to TPB Philippines upon receipt of the Purchase (P.O.)</li> <li>6. 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 material or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.</li> </ol>		
	<p><b>Bidder's Qualification Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Bidder's must be PHILGEPS registered, submit registration certificate as part of the bidding documents,</li> <li>2. Bidders must have a proven track record in the printing industry, specifically in large format printing</li> <li>3. Bidders must have established experience in handling similar projects in the past three (3) years.</li> <li>4. Bidder must have a production facility equipped with the necessary machinery.</li> </ol>		
	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>Delivery timeline:</p> <ul style="list-style-type: none"> <li>• 30 calendar days upon approval of final sample</li> </ul>		
	<p><b>PROJECT OFFICER CONTACT INFORMATION</b></p> <p><b>Primary</b></p> <p>Krisandra A. Cheung  Tel: +63 2 8523 8960  Email: <a href="mailto:krisandra_cheung@tpb.gov.ph">krisandra_cheung@tpb.gov.ph</a></p> <p>Shirley C. Espadero  Tel: +63 2 8523 8960  Email: <a href="mailto:shirley_espadero@tpb.gov.ph">shirley_espadero@tpb.gov.ph</a></p>		



	<b>ADDITIONAL TECHNICAL REQUIREMENT</b> a. Company profile (New Supplier Only) b. SEC/DTI Registration Certificate c. Statement of Compliance with Technical Specification ( <b>Annex "A"</b> )  <b>LEGAL REQUIREMENT:</b> a. PhilGEPS Certificate b. Mayor's Business Permit c. BIR Registration (TIN No.2303) d. Omnibus Sworn Statement ( <b>Annex "C"</b> )  <b>ATTACHMENTS:</b> a. Statement of Compliance with Technical Specification ( <b>Annex "A"</b> ) b. Design ( <b>Annex "B"</b> ) c. Omnibus Sworn Statement ( <b>Annex "C"</b> )  <b>NOTE:</b> 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		<b>Php250,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **14 March 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. VILLAFRANCA**


Acting Head, Procurement Management Division  
Finance Department


Contact person: Jose T. Ducusin, Jr

Contact number: 02 8525 -7312 / 8525 – 9318 to 27

**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.	<b>Printing and Production of L Type Banner with Stand</b>	50 pcs	
	<b>Specifications:</b> <b>Dimensions</b> : 61cm (W) x 181cm (H) <b>Graphic Ares</b> : One side <b>Printing</b> : Full Color <b>Materials</b> <b>Fabric</b> : Polyclotch Canvass Fabric or Dye-sublimated fabric <b>Stand</b> : Banner Stand with clamp bars, Collapsible pole (6cm D), Banner Stand unit with tension rod <b>Hardware</b> : Aluminum <b>Packaging</b> : Carry bag with dedicated pockets for the mechanism, separate bag for each roll up fabric compact and collapsible for convenient transport and storage, inserted in paper tube packaging each banner		
	<b>Design</b> 		

			
	<p><b>Other details:</b></p> <ol style="list-style-type: none"> <li>1. L type banner samples are available, kindly coordinate with TPB-Marcom.</li> <li>2. Layout to be supplied by TPB-Marcom</li> <li>3. 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.</li> <li>4. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.</li> <li>5. TPB Philippines to approve the final sample of the giveaway and its packaging prior to production. The final sample should be submitted to TPB Philippines upon receipt of the Purchase (P.O.)</li> <li>6. 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 material or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.</li> </ol>		
	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>Delivery timeline:</p> <ul style="list-style-type: none"> <li>• 30 calendar days upon approval of final sample</li> </ul>		

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

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

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

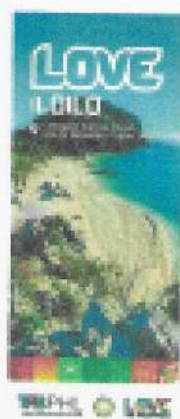
\_\_\_\_\_  
Date

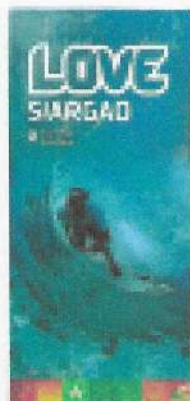


DESIGN

Please click the link:

[https://drive.google.com/drive/folders/1HK4cuMxJ-jaFmjFZYw9qYEhL9hCfWRfu?usp=drive\\_link](https://drive.google.com/drive/folders/1HK4cuMxJ-jaFmjFZYw9qYEhL9hCfWRfu?usp=drive_link)





TRUTH LOVE



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## 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]*