

## REQUEST FOR QUOTATION

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

**RFQ No. TPB RFQ 2025.03.075**

PR No. 03.006

**Requirements: SUPPLY AND DELIVERY OF FIRST AID KIT, ASSORTED MEDICINES, AND VITAMINS FOR CY 2025**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)																																								
5 Lots	<b>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</b> Supply and delivery of the following: <b>A. 1<sup>st</sup> SEMESTER CY 2025</b>		<b>PhP6,201.00</b>																																								
	<b>Lot 1: First Aid Kit</b>																																										
	<table><tr><th>#</th><th>ITEMS</th><th>USE</th><th>QUANTITY</th><th>UNIT PRICE</th></tr><tr><td>1</td><td>Adhesive Bandage Wash proof</td><td>For wounds/ cuts</td><td>6 boxes (50 strips)</td><td>PhP136.00</td></tr><tr><td>2</td><td>Ophthalmic Drops (Sterile Solution) 3mg/ ml</td><td>Eye Moisturizer/ Lubricant</td><td>5 bottles</td><td>PhP247.00</td></tr><tr><td>3</td><td>Tongue Depressor (Individually wrap)</td><td>For examination of the tongue and mouth</td><td>100 pcs</td><td>PhP1.50</td></tr><tr><td>4</td><td>Ear Thermometer <u>Specs:</u><ul style="list-style-type: none"><li>Fever alarm with beeper</li><li>Selectable °C/°F</li><li>1 second quick measurement</li></ul></td><td>To measure temperature</td><td>1 pc</td><td>PhP1,500.00</td></tr><tr><td>5</td><td>Blood Pressure Monitor Set <u>Inclusions:</u><ul style="list-style-type: none"><li>Aneroid Sphygmomano meter (with adult size Velcro cuff)</li><li>Stethoscope</li></ul></td><td>To monitor blood pressure</td><td>1 set</td><td>PhP2,500.00</td></tr></table>	#		ITEMS	USE	QUANTITY	UNIT PRICE	1	Adhesive Bandage Wash proof	For wounds/ cuts	6 boxes (50 strips)	PhP136.00	2	Ophthalmic Drops (Sterile Solution) 3mg/ ml	Eye Moisturizer/ Lubricant	5 bottles	PhP247.00	3	Tongue Depressor (Individually wrap)	For examination of the tongue and mouth	100 pcs	PhP1.50	4	Ear Thermometer <u>Specs:</u> <ul style="list-style-type: none"><li>Fever alarm with beeper</li><li>Selectable °C/°F</li><li>1 second quick measurement</li></ul>	To measure temperature	1 pc	PhP1,500.00	5	Blood Pressure Monitor Set <u>Inclusions:</u> <ul style="list-style-type: none"><li>Aneroid Sphygmomano meter (with adult size Velcro cuff)</li><li>Stethoscope</li></ul>	To monitor blood pressure	1 set	PhP2,500.00	PhP816.00  PhP1,235.00  PhP150.00  PhP1,500.00  PhP2,500.00										
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	7	Ambroxol HCl 75 mg		For cough	100 tabs	P51.66																																					

		8	Hyoscine bromide+ paracetamol 10 mg	For abdominal pain and cramps relief	100 tabs	P38.56		PhP3,856.00	
		9	Oral Rehydration Salts (4.1 grams)	Electrolyte Replenisher	100 sachets	P20.00		PhP2,000.00	
		10	Multivitamins (VitB <sub>Co</sub> + Asco+ Cal+ Mag+ Znc)	Reduce tiredness and fatigue	6 boxes (24 sachet)	P918.40		PhP5,510.40	
<b>Lot 3: Vitamin C and Zinc (Sodium Ascorbate + Zinc)</b>									
		#	ITEMS	USE	QUANTITY	UNIT PRICE			
		1	Vitamin C and Zinc (Sodium Ascorbate + Zinc) 1. Film-coated tablet or capsule 2. Each tablet should contain: <ul style="list-style-type: none"><li>Sodium Ascorbate 500mg (Vitamin C)</li><li>Zinc Sulfate Monohydrate 27.5 mg (equivalent to 10 mg elemental Zinc)</li></ul>	Supplement to boost body's immune system	2 boxes (box of 100) X 170 pax = <u>340 boxes</u>	PhP1,000.00		PhP340,000.00	PhP340,000.00
<b>B. 2<sup>ND</sup> SEMESTER CY 2025</b>									
<b>Lot 4: Assorted Medicines</b>									
		#	ITEMS	USE	QUANTITY	UNIT PRICE			
		1	Loratadine 10 mg	For allergy	340 tabs	P35.00		PhP11,900.00	
		2	Clonidine 75mg/ tab	For elevated blood pressure	150 tabs	P39.73		PhP5,959.50	
		3	Paracetamol+ Phenylephrine+ Chlorpheniramine (10 mg/ 500mg) (non-drowsy)	For colds	340 tabs	P9.00		PhP3,060.00	
		4	Paracetamol (Analgesic/ Antipyretic) 500mg	For headache and fever relief	340 tabs	P7.00		PhP2,380.00	
		5	Mefenamic Acid 500mg	Pain reliever	150 tabs	P40.75		PhP6,112.50	
		6	ALOH+ MGOH+ Simethicone (Chewable tablet)	For hyperacidity	340 tabs	P9.75		PhP3,315.00	
		7	Ambroxol HCl 75 mg	For cough	100 tabs	P51.66		PhP5,166.00	
		8	Hyoscine bromide+ paracetamol 10 mg	For abdominal pain and cramps relief	100 tabs	P38.56		PhP3,856.00	
		9	Oral Rehydration Salts (4.1 grams)	Electrolyte Replenisher	100 sachets	P20.00		PhP2,000.00	
		10	Multivitamins (VitB <sub>Co</sub> + Asco+ Cal+ Mag+ Znc)	Reduce tiredness and fatigue	6 boxes (24 sachets)	P918.40		PhP5,510.40	
<b>Lot 5: Vitamin C and Zinc (Sodium Ascorbate + Zinc)</b>									
		#	ITEMS	USE	QUANTITY	UNIT PRICE			
		1	Vitamin C and Zinc (Sodium Ascorbate + Zinc)	Supplement to boost body's	2 boxes (box of 100) X 170	P1,000.00		PhP340,000.00	PhP340,000.00

	<table><tr><td>1. Film-coated tablet or capsule</td><td rowspan="3">immune system</td><td rowspan="3">pax = <u>340 boxes</u></td><td rowspan="3"></td></tr><tr><td>2. Each tablet should contain:</td></tr><tr><td><ul style="list-style-type: none"><li>Sodium Ascorbate 500mg (Vitamin C)</li><li>Zinc Sulfate Monohydrate 27.5 mg (equivalent to 10 mg elemental Zinc)</li></ul></td></tr></table>	1. Film-coated tablet or capsule	immune system	pax = <u>340 boxes</u>		2. Each tablet should contain:	<ul style="list-style-type: none"><li>Sodium Ascorbate 500mg (Vitamin C)</li><li>Zinc Sulfate Monohydrate 27.5 mg (equivalent to 10 mg elemental Zinc)</li></ul>																	
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	<b>ADDITIONAL TECHNICAL REQUIREMENTS/ ELIGIBILITY:</b> 1. The assorted medicines and vitamins should have at least two (2) years shelf life from date of delivery. 2. Bidder must be duly accredited or licensed by the Department of Health (DOH)																							
	<b>LEGAL REQUIREMENTS:</b> 1. Mayor’s/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Business/Income Tax Return 4. Notarized Omnibus Sworn Statement <b>ATTACHMENTS:</b> 1. Technical Specifications 2. Omnibus Sworn Statement <b>NOTE:</b> 1. All entries must be typewritten in your company letterhead 2. Price validity shall be for a period of thirty (30) calendar days																							
Terms	<table><tr><th>Lot No.</th><th>Terms of Payment</th></tr><tr><td>1</td><td rowspan="3">30 days upon receipt of invoice/billing and full delivery of items</td></tr><tr><td>2</td></tr><tr><td>3</td></tr><tr><td>4</td><td rowspan="2">30 days upon receipt of invoice/billing and full delivery of items</td></tr><tr><td>5</td></tr></table>	Lot No.	Terms of Payment	1	30 days upon receipt of invoice/billing and full delivery of items	2	3	4	30 days upon receipt of invoice/billing and full delivery of items	5														
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ABC	<table><tr><th>Lot No.</th><th>Item</th><th>ABC</th></tr><tr><td>1</td><td>1st Sem: First Aid Kit</td><td>PhP6,201.00</td></tr><tr><td>2</td><td>1st Sem: Assorted Medicines</td><td>PhP49,259.40</td></tr><tr><td>3</td><td>1st Sem: Vitamin C and Zinc (Sodium Ascorbate + Zinc)</td><td>PhP340,000.00</td></tr><tr><td>4</td><td>2nd Sem: Assorted Medicines</td><td>PhP49,259.40</td></tr><tr><td>5</td><td>2nd Sem: Vitamin C and Zinc (Sodium Ascorbate + Zinc)</td><td>PhP340,000.00</td></tr><tr><td colspan="2">TOTAL</td><td>PhP784,719.80</td></tr></table>	Lot No.	Item	ABC	1	1st Sem: First Aid Kit	PhP6,201.00	2	1st Sem: Assorted Medicines	PhP49,259.40	3	1st Sem: Vitamin C and Zinc (Sodium Ascorbate + Zinc)	PhP340,000.00	4	2nd Sem: Assorted Medicines	PhP49,259.40	5	2nd Sem: Vitamin C and Zinc (Sodium Ascorbate + Zinc)	PhP340,000.00	TOTAL		PhP784,719.80		PhP784,719.80
Lot No.	Item	ABC																						
1	1st Sem: First Aid Kit	PhP6,201.00																						
2	1st Sem: Assorted Medicines	PhP49,259.40																						
3	1st Sem: Vitamin C and Zinc (Sodium Ascorbate + Zinc)	PhP340,000.00																						
4	2nd Sem: Assorted Medicines	PhP49,259.40																						
5	2nd Sem: Vitamin C and Zinc (Sodium Ascorbate + Zinc)	PhP340,000.00																						
TOTAL		PhP784,719.80																						

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](mailto:bac_sec@tpb.gov.ph) not later than **18 March 2025, 05:00PM**, 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. VILSAFRANCA**  
Acting Head  
Procurement Management Division

**Contact person:** Ada Cruz

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

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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]*

**TECHNICAL SPECIFICATIONS**  
**SUPPLY AND DELIVERY OF FIRST AID KIT, ASSORTED MEDICINES, AND VITAMINS FOR CY 2025**

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**I. BACKGROUND**

The Tourism Promotions Board (TPB) through its Personnel and Human Resources Development Division (PHRDD) will engage the services of a provider for the supply and delivery of first aid kit and assorted medicines for the TPB clinic and vitamins for all TPB personnel.

The assorted medicines and first aid kit in the TPB clinic aid in the emergency medical needs of every personnel during office hours, while the vitamins are provided to all TPB personnel as a supplement to boost their body's immune system.

**II. OBJECTIVES**

- To provide assorted medicines and first aid kit in the TPB Clinic, and vitamins for all TPB personnel.
- To engage the services of a provider to supply and deliver assorted medicines, first aid kit and vitamins for ready and accessible emergency medical supplies for all TPB personnel.

**III. SCOPE OF WORK/SERVICES**

Supply and delivery of the following:

**A. 1<sup>ST</sup> SEMESTER CY 2025**

Lot 1: First Aid Kit					
#	ITEMS	USE	QUANTITY	ESTIMATED AMOUNT PER UOM (PHP)	TOTAL ESTIMATED AMOUNT (PHP)
1	Adhesive Bandage Wash proof	For wounds/ cuts	6 boxes (50 strips)	P136.00	P816.00
2	Ophthalmic Drops (Sterile Solution) 3mg/ml	Eye Moisturizer/ Lubricant	5 bottles	P247.00	P1,235.00
3	Tongue Depressor (Individually wrap)	For examination of the tongue and mouth	100 pcs	P1.50	P150.00
4	Ear Thermometer <u>Specs:</u> <ul style="list-style-type: none"> <li>• Fever alarm with beeper</li> <li>• Selectable °C/°F</li> <li>• 1 second quick measurement</li> </ul>	To measure temperature	1 pc	P1,500.00	P1,500.00
5	Blood Pressure Monitor Set <u>Inclusions:</u> <ul style="list-style-type: none"> <li>• Aneroid Sphygmomanometer (with adult size velcro cuff)</li> <li>• Stethoscope</li> </ul>	To monitor blood pressure	1 set	P2,500.00	P2,500.00
<b>Total</b>					<b>P6,201.00</b>

Lot 2: Assorted Medicines					
#	ITEMS	USE	QUANTITY	ESTIMATED AMOUNT PER UOM (PHP)	TOTAL ESTIMATED AMOUNT (PHP)
1	Loratadine 10 mg	For allergy	340 tabs	P35.00	P11,900.00
2	Clonidine 75mg/tab	For elevated blood pressure	150 tabs	P39.73	P5,959.50
3	Paracetamol+Phenylephrine+Chlorpheniramine (10 mg/500mg) (non-drowsy)	For colds	340 tabs	P9.00	P3,060.00
4	Paracetamol (Analgesic/Antipyretic) 500mg	For headache and fever relief	340 tabs	P7.00	P2,380.00
5	Mefenamic Acid 500mg	Pain reliever	150 tabs	P40.75	P6,112.50
6	ALOH+MGOH+Simethicone (Chewable tablet)	For hyperacidity	340 tabs	P9.75	P3,315.00
7	Ambroxol HCl 75 mg	For cough	100 tabs	P51.66	P5,166.00
8	Hyoscine bromide+paracetamol 10 mg	For abdominal pain and cramps relief	100 tabs	P38.56	P3,856.00
9	Oral Rehydration Salts (4.1 grams)	Electrolyte Replenisher	100 sachets	P20.00	P2,000.00
10	Multivitamins (VitB <sub>12</sub> +Ascorbic Acid+Calcium+Zinc)	Reduce tiredness and fatigue	6 boxes (24 sachet)	P918.40	P5,510.40
<b>Total</b>					<b>49,259.40</b>

Lot 3: Vitamin C and Zinc (Sodium Ascorbate + Zinc)				
ITEM	USE	QUANTITY	ESTIMATED AMOUNT PER UOM (PHP)	TOTAL ESTIMATED AMOUNT (PHP)
Vitamin C and Zinc (Sodium Ascorbate + Zinc)  1. Film-coated tablet or capsule 2. Each tablet should contain: <ul style="list-style-type: none"> <li>Sodium Ascorbate 500mg (Vitamin C)</li> <li>Zinc Sulfate Monohydrate 27.5 mg (equivalent to 10 mg elemental Zinc)</li> </ul>	Supplement to boost body's immune system	2 boxes (box of 100) X 170 pax = <u>340 boxes</u>	P1,000.00	P340,000.00
<b>Total</b>				<b>P340,000.00</b>

**B. 2<sup>ND</sup> SEMESTER CY 2025**

Lot 4: Assorted Medicines					
#	ITEMS	USE	QUANTITY	ESTIMATED AMOUNT PER UOM (PHP)	TOTAL ESTIMATED AMOUNT (PHP)
1	Loratadine 10 mg	For allergy	340 tabs	P35.00	P11,900.00
2	Clonidine 75mg/tab	For elevated blood pressure	150 tabs	P39.73	P5,959.50



3	Paracetamol+Phenylephrine +Chlorpheniramine (10 mg/500mg) (non-drowsy)	For colds	340 tabs	P9.00	P3,060.00
4	Paracetamol (Analgesic/Antipyretic) 500mg	For headache and fever relief	340 tabs	P7.00	P2,380.00
5	Mefenamic Acid 500mg	Pain reliever	150 tabs	P40.75	P6,112.50
6	ALOH+MGOH+Simethicone (Chewable tablet)	For hyperacidity	340 tabs	P9.75	P3,315.00
7	Ambroxol HCl 75 mg	For cough	100 tabs	P51.66	P5,166.00
8	Hyoscine bromide+paracetamol 10 mg	For abdominal pain and cramps relief	100 tabs	P38.56	P3,856.00
9	Oral Rehydration Salts (4.1 grams)	Electrolyte Replenisher	100 sachets	P20.00	P2000.00
10	Multivitamins (VitBCo+Asco+Cal+Mag+Znc)	Reduce tiredness and fatigue	6 boxes (24 sachets)	P918.40	P5,510.40
<b>Total</b>					<b>P49,259.40</b>

Lot 5: Vitamin C and Zinc (Sodium Ascorbate + Zinc)				
ITEM	USE	QUANTITY	ESTIMATED AMOUNT PER UOM (PHP)	TOTAL ESTIMATED AMOUNT (PHP)
Vitamin C and Zinc (Sodium Ascorbate + Zinc)  1. Film-coated tablet or capsule 2. Each tablet should contain: <ul style="list-style-type: none"> <li>Sodium Ascorbate 500mg (Vitamin C)</li> <li>Zinc Sulfate Monohydrate 27.5 mg (equivalent to 10 mg elemental Zinc)</li> </ul>	Supplement to boost body's immune system	2 boxes (box of 100) X 170 pax = <u>340 boxes</u>	P1,000.00	P340,000.00
<b>Total</b>				<b>P340,000.00</b>

#### IV. PROJECT IMPLEMENTATION SCHEDULE

Semester	Lot	Delivery Date
1 <sup>st</sup> Semester CY 2025	Lots 1, 2 & 3	31 March 2025
2 <sup>nd</sup> Semester CY 2025	Lots 4 & 5	31 July 2025

#### V. ELIGIBILITY/TECHNICAL REQUIREMENTS

- The assorted medicines and vitamins should have at least two (2) years shelf life from date of delivery.
- Bidder must be duly accredited or licensed by the Department of Health (DOH)

#### VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Total Approved Budget for the Contract for the following lots is **SEVEN HUNDRED EIGHTY-FOUR THOUSAND SEVEN HUNDRED NINETEEN PESOS AND 80/100 (PhP784,719.80)** only, inclusive of all applicable fees and taxes:

Lot No.	Item	ABC
1	1 <sup>st</sup> Sem: First Aid Kit	Six Thousand Two Hundred One Pesos Only (PhP6,201.00)

2	1 <sup>st</sup> Sem: Assorted Medicines	Forty-Nine Thousand Two Hundred Fifty-Nine Pesos and 40/100 (PhP49,259.40)
3	1 <sup>st</sup> Sem: Vitamin C and Zinc (Sodium Ascorbate + Zinc)	Three Hundred Forty Thousand Pesos Only (PhP340,000.00)
4	2 <sup>nd</sup> Sem: Assorted Medicines	Forty-Nine Thousand Two Hundred Fifty-Nine Pesos and 40/100 (PhP49,259.40)
5	2 <sup>nd</sup> Sem: Vitamin C and Zinc (Sodium Ascorbate + Zinc)	Three Hundred Forty Thousand Pesos Only (PhP340,000.00)
<b>TOTAL ABC</b>		<b>PhP784,719.80</b>

## VII. TERMS OF PAYMENT

Lot No.	Terms of Payment
1	30 days upon receipt of invoice/billing and full delivery of items
2	
3	
4	30 days upon receipt of invoice/billing and full delivery of items
5	

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account/ Billing Statement with detailed costs for all services rendered to include management fee addressed to:

**ROSSANDRA AMYTHEA Q. CAYAGO**

Acting Head, Personnel and Human Resources Development Division

Tourism Promotions Board

6/F 5 E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 Philippines

2. Original copy of Statement of Account/ Billing Statement shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.
3. Copy of Official Receipt

Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.

## VIII. CONTRACT DURATION

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

## IX. PROJECT OFFICER'S CONTACT INFORMATION:

**ROSSANDRA AMYTHEA Q. CAYAGO**

Email: [amy\\_cayago@tpb.gov.ph](mailto:amy_cayago@tpb.gov.ph)

**LYKA R. RAGOT**

Email: [lyka\\_ragot@tpb.gov.ph](mailto:lyka_ragot@tpb.gov.ph)

Contact No:0908-702-6051