

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025.04.113
 PR No. 03.034
 Requirements: Printing, Supply, and Delivery of COO Blank Card with Envelope (2nd Posting)

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES COO Blank Card with Envelope <ul style="list-style-type: none"> Quantity: 100 pcs Size <ul style="list-style-type: none"> Card: 12.4cm x 8.6cm (folded) 12.4cm x 17.2cm (spread) Envelope: 13.4cm x 9.5cm (folded) 23.2cm x 21.2cm (spread) Envelope lining: 13.2cm x 15.5cm (spread) Material Preference <ul style="list-style-type: none"> Card: Neenah Classic Crest, 297gsm. (classic cream) Envelope: Neenah Classic Crest, 104 gsm. (classic cream) Envelope lining: Sirio Pearl Merida KRAFT, 110 gsm. Color Requirement <ul style="list-style-type: none"> Card: 1-color offset print Envelope: 1-color offset print Printing Process <ul style="list-style-type: none"> Card: 1-color offset printing with embossing/ scoring Envelope: 1-color offset printing, diecut, gluing, and assembly Print Turnaround (Production lead time): Allowed 10 calendar days production upon approval of final proof and samples. Unit cost: PhP150.00/set <ul style="list-style-type: none"> Card: PhP75.00 each Envelope: PhP75.00 each Other Details <ul style="list-style-type: none"> Sample Card with Envelope available, if needed. Layout to be supplied by TPBPHL. The bidder must be able to submit a sample of similar material and style as mentioned in the Specifications given, together with the quotation. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered. TPB Philippines to approve the final sample prior to production. The actual sample shall be submitted to 	PhP15,000.00	PhP15,000.00

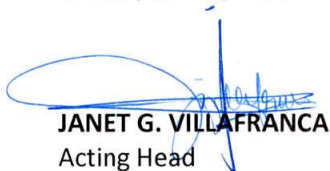
	TPB Philippines within five (5) working days from the receipt of the Notice to Proceed (NTP).		
	LEGAL REQUIREMENTS: 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration ATTACHMENTS: 1. Technical Specifications NOTE: 1. All entries must be typewritten 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 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. 		
Delivery	Five (5) working days from approval of the final sample.		
ABC	Php15,000.00 inclusive all applicable fees and taxes.		Php15,000.00

Please submit your **quotation, technical, and legal documents** duly signed by your authorized representative to email address ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than **29 April 2025, 05:00PM**, subject to the Terms and Conditions stated herein.

For easy identification of email and submission of quotation with other documents, the subject shall be in this format: **COO Blank Card (2nd Posting)_<Company Name>**.

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

COST ESTIMATE / SPECIFICATIONS

PROJECT TITLE

COO Blank Card with Envelope

Specifications:

Quantity	100 pcs.
Size	<ul style="list-style-type: none"> • Card: 12.4cm x 8.6cm (folded) 12.4cm x 17.2cm (spread) • Envelope: 13.4cm x 9.5cm (folded) 23.2cm x 21.2cm (spread) • Envelope lining: 13.2cm x 15.5cm (spread)
Material Preference	<ul style="list-style-type: none"> • Card: Neenah Classic Crest, 297 gsm. (classic cream) • Envelope: Neenah Classic Crest, 104 gsm. (classic cream) • Envelope lining: Sirio Pearl Merida KRAFT, 110 gsm.
Color Requirement	<ul style="list-style-type: none"> • Card: 1-color offset print • Envelope: 1-color offset print
Printing Process	<ul style="list-style-type: none"> • Card: 1-color offset printing with embossing/scoring • Envelope: 1-color offset printing, diecut, gluing, and assembly
Print Turnaround (Production lead time)	Allowed 10 calendar days production upon approval of final proof and samples.
Unit Cost	Card – PHP 75.00 Envelope – PHP 75.00 PHP 150.00/set
Approved Budget:	P15,000.00
Terms of Payment:	<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.
Other Details:	<ul style="list-style-type: none"> • Sample Card with Envelope available, if needed • Layout to be supplied by TPBPHL

	<ul style="list-style-type: none"> • The bidder must be able to submit a sample of similar material and style as mentioned in the Specifications given, together with the quotation • Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered. • TPB Philippines to approve the final sample prior to production. The actual sample shall be submitted to TPB Philippines within 5 working days from the receipt of the Notice to Proceed (NTP).
Delivery Period:	5 working days from approval of the final sample
Project Officers:	Marianne E. Anquilo +63 2 8523 8960 Marianne_anquilo@tpb.gpv.ph