

April 29, 2025

REQUEST FOR QUOTATION

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

RFQ No. : **TPB-RFQ 2025.04.116**

PR No. : **2025.04.019**

Requirements : **Corrective Maintenance Services for Sharp Photo Copier Machine**
Model: AR-452U / SN: 1502606Y and Model: MX-M565N /
SN: 65011529

Quantity	Particulars	Estimated Unit Price	Total Cost (PhP)
1 lot	Model: AR-452U / SN: 15602505Y		
	- Replace Drum	PhP6,708.00	PhP6,708.00
	- Replace Developer	7,100.00	7,100.00
	- Replace Process Frame Unit	4,099.00	4,099.00
	Model: MX-M565N / SN: 65011529		
	- Replace PF Roller SPF	PhP1,846.00	PhP1,846.00
	- Replace Reverse Roller	2,681.00	2,681.00
	- Replace DSPF Pick up Roller	2,681.00	2,681.00
	- Replace Button	741.00	741.00
	- Replace PS Key	351.00	351.00
	- Replace PS Key Lens	218.00	218.00
	- Replace Key PWB unit	1,198.00	1,198.00
	- Replace Operation Cabinet	1,846.00	1,846.00
	PROJECT OFFICER CONTACT INFORMATION		
	Primary Paula Jesusa C. Granale Email: paula_granale@tpb.gov.ph		
	Johnnel Ignacio Tel: +63 2 8523 8960 Email: johnnel_ignacio@tpb.gov.ph		
	NOTE:		
	1. Quotation - 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		PhP29,469.00

Please submit your **quotation together with the duly accomplished Technical Compliance and the relevant documents enumerated below** to email address bhong_ducusin@tpb.gov.ph / bac_sec@tpb.gov.ph not later than **6 May 2025 at 5:00 PM**

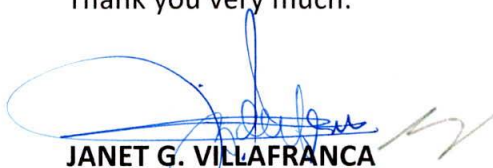
Following are the relevant documents:

1. PhilGEPS Registration Certificate
2. Mayor's/ Business Permit
3. BIR Certificate of Registration (BIR FORM 2303)
4. Statement of Compliance to the Technical Specification (Annex "A")

For any clarification, you may send an email to the BAC Secretariat at the addresses stated above.

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.**

ANNEX "A"

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 (<i>comply /not comply</i>)
1 lot	Model: AR-452U / SN: 15602505Y - Replace Drum - Replace Developer - Replace Process Frame Unit		
	Model: MX-M565N / SN: 65011529 - Replace PF Roller SPF - Replace Reverse Roller - Replace DSPF Pick up Roller - Replace Button - Replace PS Key - Replace PS Key Lens - Replace Key PWB unit - Replace Operation Cabinet		

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date