

May 21, 2025

REQUEST FOR QUOTATION

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

RFQ No. : TPB-RFQ 2025.05.142

PR No. : 2025.05.024 (PAMS 2025.05.012)

Requirements : **Supply and Delivery of 2nd Quarter Office Supplies (Toners)**

Quantity	Particulars	Estimated Unit Price	Total Cost (PhP)
40 carts	TONER, HP416A (W2040A) Black	PhP5,000.00	PhP200,000.00
30 carts	TONER, HP416A (W2041A) Cyan	6,200.00	186,000.00
30 carts	TONER, HP416A (W2042A) Yellow	6,200.00	186,000.00
30 carts	TONER, HP416A (W2043A) Magenta	6,200.00	186,000.00
30 carts	Kyocera Toner TK-5234 (Black)	3,800.00	114,000.00
8 carts	Kyocera Toner TK-5234 (Cyan)	5,300.00	42,400.00
8 carts	Kyocera Toner TK-5234 (Magenta)	5,300.00	42,400.00
8 carts	Kyocera Toner TK-5234 (Yellow)	5,300.00	42,400.00
	TECHNICAL/ELIGIBILITY REQUIREMENTS a. Certificate of Authorized HP Reseller b. Exclusive Distributor - Kyocera LEGAL REQUIREMENTS: a. PhilGEPS Certificate b. Mayor's Business Permit (2025) c. BIR Registration (2303)		
	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		
Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		PhP999,200.00

Please submit your **quotation and legal documents** duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph / bac_sec@tpb.gov.ph not later than **26 May 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.**