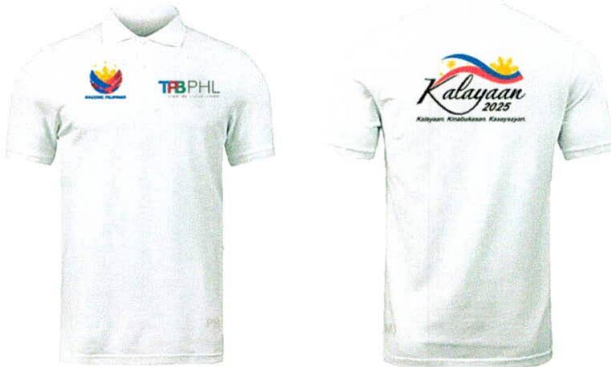


07 May 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025.05.125
PR No. 05.006
Requirements: Production, Supply, and Delivery of TPB Polo Shirt for the 127th Independence Day Celebration

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
20 pieces	<p>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>2025 Araw ng Kalayaan Shirts</p> <ul style="list-style-type: none"> • Shirt color: White polo shirt • Print: DTF (Direct to film); Back-to-Back • Cloth: Honeycomb • Print details <ul style="list-style-type: none"> - Agency logo: 3" Height (front; left side) - Bagong Pilipinas logo: 3" Diameter (front; right side) - Kalayaan logo: 8" x 5" (back)  <p><i>*Note: The final number of shirts per size will be provided to the winning bidder upon receipt of NOA.</i></p> <p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Qualifications for Bidder <ol style="list-style-type: none"> 1. Bidders must have at least two (2) years of experience in production, supply, and delivery of print materials for government and private offices. 2. Bidder must submit a sample item based on the above specifications for Polo Shirts with price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost, upon 	PhP10,000.00	PhP10,000.00

	<p>submission of quotation. Failure to submit a sample will not be considered and will be disqualified.</p> <p>3. Submit an actual sample based on the above specifications for Polo Shirts, 3 days upon the receipt of Notice of Award (NOA).</p> <p>4. The final actual sample must be presented subject for the end user's approval prior to mass production.</p>		
	<p>LEGAL REQUIREMENTS:</p> <p>1. Mayor's/ Business Permit</p> <p>2. PhilGEPS Registration Number/ Certificate</p> <p>3. BIR Certificate of Registration</p> <p>ATTACHMENTS:</p> <p>1. Technical Specifications</p> <p>2. Statement of Compliance</p> <p>NOTE:</p> <p>1. All entries must be typewritten in your company letterhead.</p> <p>2. Price validity shall be for a period of thirty (30) calendar days.</p>		
Terms	Thirty (30) working days from the receipt of invoice/ billing.		
Delivery	Five (5) days from approval of final sample at the TPB Office (6 th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300)		
ABC	PhP10,000.00 inclusive all applicable fees and taxes.		PhP10,000.00


Please submit your **sealed quotation (with sample), technical, and legal documents** duly signed by your authorized representative, not later than **13 May 2025, 05:00PM**, to the address below:

Bids and Awards Committee (BAC) Secretariat
Procurement Management Division
Finance Department
Tourism Promotions Board Philippines

For easy identification of submission of quotation with other documents, the subject/title of the document shall be in this format: **127th Independence Day_<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. MILLANRANCA
 Acting Head
 Procurement Management Division


Contact person: Ada Cruz

Quotation No. TPB RFQ 2025.05.125
PR No. 05.006

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PRODUCTION, SUPPLY, AND DELIVERY OF TPB POLO SHIRT FOR THE 127TH INDEPENDENCE DAY CELEBRATION

Bidders must state here either **“Comply”** or **“Not Comply”** against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<p>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>2025 Araw ng Kalayaan Shirts</p> <ul style="list-style-type: none"> • Quantity: 20 pieces • Shirt color: White polo shirt • Print: DTF (Direct to film); Back-to-Back • Cloth: Honeycomb • Print details <ul style="list-style-type: none"> - Agency logo: 3” Height (front; left side) - Bagong Pilipinas logo: 3” Diameter (front; right side) - Kalayaan logo: 8” x 5” (back)  <p><i>*Note: The final number of shirts per size will be provided to the winning bidder upon receipt of NOA.</i></p>	
2	<p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Qualifications for Bidder <ol style="list-style-type: none"> Bidders must have at least two (2) years of experience in production of supply and delivery of print materials for government and private offices. 	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

3	b. Bidder must submit a sample item based on the above specifications for Polo Shirts with price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost, upon submission of quotation . Failure to submit a sample will not be considered and will be disqualified.	
4	c. Submit an actual sample based on the above specifications for Polo Shirts, 3 days upon the receipt of Notice of Award (NOA).	
5	d. The final actual sample must be presented subject for the end user's approval prior to mass production.	
6	PROJECT IMPLEMENTATION SCHEDULE/DELIVERY Delivery date: Five (5) days from approval of final sample. Delivery Address: TPB Office at 6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300.	
7	CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation/delivery of all items/deliverables.	

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

TECHNICAL SPECIFICATIONS
SUPPLY AND DELIVERY OF TOURISM PROMOTIONS BOARD (TPB) POLO SHIRT FOR THE
127TH INDEPENDENCE DAY CELEBRATION



I. BACKGROUND

The National Historical Commission of the Philippines (NHCP) will conduct a Simultaneous Flag Raising Ceremony and Commemorative Program at the Rizal National Monument, Rizal Park, Manila, to commemorate the 127th Anniversary of the Proclamation of Philippine Independence. This event is in accordance with Memorandum Circular No. 77, issued on 13 February 2025, which enjoins government agencies, instrumentalities, local government units, and the private sector to participate in the Independence Day observances.

II. OBJECTIVE

To support the commemoration of the 127th Declaration of Philippine Independence by providing commemorative polo shirts to TPB participants, thereby fostering a spirit of nationalism, unity, and pride as they take part in the celebration of the country's freedom and heritage.

III. SPECIFICATIONS/SCOPE OF WORK/SERVICES/DELIVERABLES

LOT	ITEM	PARTICULARS	Subtotal
1	2025 Araw ng Kalayaan Shirts	<ul style="list-style-type: none"> SHIRT COLOR: WHITE POLO SHIRT PRINT: DTF (DIRECT TO FILM) : BACK-TO-BACK CLOTH: HONEYCOMB PRINT DETAILS <ul style="list-style-type: none"> AGENCY LOGO: 3" HEIGHT (FRONT; LEFT SIDE) BAGONG PILIPINAS LOGO: 3" DIAMETER (FRONT: RIGHT SIDE) KALAYAAN LOGO: 8" X 5" (BACK) <div style="text-align: center;">   </div>	<p>20 pcs. x PHP 500.00</p> <p><i>Note: The final number of shirts per size will be provided to the winning bidder upon receipt of the NOA</i></p>
GRAND TOTAL:			PHP 10,000.00

IV. PROJECT IMPLEMENTATION SCHEDULE

ITEM	DATE OF DELIVERY
2025 Araw ng Kalayaan Polo Shirt	5 days from approval of final sample

Delivery at the **TPB Office at 6th Floor Five E-Com Center**, Harbor Drive, Mall of Asia Complex, Pasay City 1300.

V. ADDITIONAL TECHNICAL REQUIREMENTS**Qualifications for Bidder**

1. Bidders must have at least two (2) years of experience in production of supply and delivery of print materials for government and private offices.
2. Bidder must submit a sample item based on the above specifications for Polo Shirts with price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost, **upon submission of quotation**. Failure to submit a sample will not be considered and will be disqualified.
3. Submit an actual sample based on the above specifications for Polo Shirts, 3 days upon the receipt of Notice of Award (NOA).
4. The final actual sample must be presented subject for the end user's approval prior to mass production.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **TEN THOUSAND PESOS ONLY (PHP 10,000.00)** inclusive of all applicable fees and taxes, chargeable against the Personnel and Human Resources Development Division's MOOE budget under **Administrative Expenses for Participation in Other Government-Related Activities**.

VII. TERMS OF PAYMENT

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents. 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 relevant fee addressed to:

ROSSANDRA AMYTHEA Q. CAYAGO

Acting Head

Personnel and Human Resources Development Division

Tourism Promotions Board

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

2. Copy of Official Receipt/Invoice

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.

VIII. CONTRACT DURATION

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

IX. PROJECT OFFICERS' CONTACT INFORMATION

For inquiries and clarifications please contact:

Ana Kristina Eraga

ana_eraga@tpb.gov.ph

Shania C. Bahan

shania_bahan@tpb.gov.ph