

07 May 2025

## REQUEST FOR QUOTATION

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

RFQ No. **TPB RFQ 2025.05.127**  
 PR No. **05.008**  
 Requirements: **Supply and Delivery of the Corporate Tote Bag with Weave**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1,600 pieces	<p><b>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</b></p> <p><b>CORPORATE TOTE BAG WITH WEAVE</b></p> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• <b>Size</b> <ul style="list-style-type: none"> <li>- Bag: 14" (W) x 16.5" (H) x 3.5" (base &amp; side thickness)</li> <li>- Handle: 1.30" (W) x 27" (L)</li> <li>- Weave accent: 4.3307" (W) x 18" (H), both sides</li> <li>- Wood plate: 3.5" (W) x 1.5463" (L)</li> </ul> </li> <li>• <b>Materials</b> <ul style="list-style-type: none"> <li>- Cloth: Bull twill fabric (send swatches) with 210D lining, pocket, zipper and self-fabric strap with snap button inside                          : Weave cloth/tribal –should be from Luzon, Visayas and Mindanao (Supplier may recommend tribal/ cloth designs on the above-mentioned)</li> <li>- Strap: Good quality cotton strap handle (same color with the bag)                          : Weave cloth accent will be placed both sides on the center of Bag.</li> <li>- Wood plate: wood, bamboo</li> </ul> </li> <li>• <b>Printing</b> <ul style="list-style-type: none"> <li>- Wood plate: Wooden plate with laser print logo or wooden plate with one color print, both side</li> <li>- Packaging: Natural jute twine/string (Each tote bag will be rolled and securely tied with natural jute twine/string)</li> </ul> </li> </ul> <p><i>See attached Annex for the design.</i></p>	PhP625.00	PhP1,000,000.00

	<p><b>ADDITIONAL TECHNICAL REQUIREMENTS:</b></p> <p><b>Terms and Conditions:</b></p> <ol style="list-style-type: none"> <li>Existing samples are available at TPB as reference.</li> <li>The bidder must submit the actual sample of the tote bag using any weave cloth and with wooden plate as mentioned in the specifications to be given together with the quotation. Failure to submit/present the actual sample will not be considered.</li> <li>Bidder must submit swatches of bull twill fabric and weave cloth/tribal, weave cloth from Luzon, Visayas, and Mindanao for TPB's selection upon submission of quotation.</li> <li>TPB Philippines to approve the final sample of the giveaway and its packaging prior to production. The actual sample may be submitted to TPB Philippines 3 days after the receipt of the Notice to Proceed (NTP).</li> <li>The corporate tote bag with weave should be neatly packed in boxes, 500 pieces per box to prevent damage and ensure easy distribution.</li> <li>The TPB Philippines have limited storage space in its office. Therefore, bidder must agree to store the giveaways for TPB and deliver the giveaways as needed. Both parties may agree upon lead-time of delivery.</li> <li>The Bidder's storage space should be well ventilated to ensure that the quality of the giveaways and its packaging would be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.</li> </ol> <p><b>Bidder's Qualification Requirements:</b></p> <ol style="list-style-type: none"> <li>To participate in this bidding process, prospective bidders must have experience in managing similar projects over the past three years, they must submit a detailed list of relevant contracts.</li> <li>Must be a Filipino-owned company legally registered under the Philippine law and must be on operation for the last three (3) years.</li> </ol>		
	<p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>Mayor's/ Business Permit</li> <li>PhilGEPS Registration Number/ Certificate</li> <li>Latest Income/ Business Tax Return</li> <li>Omnibus Sworn Statement</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>Technical Specifications</li> <li>Statement of Compliance</li> <li>Omnibus Sworn Statement sample</li> </ol>		

	<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	Thirty (30) working days from the receipt of invoice/billing.		
Delivery	<b>Forty (40) calendar days upon approval of final sample at Tourism Promotions Board 4<sup>th</sup> Floor, Legaspi Towers 300, cor. Roxas Boulevard &amp; Pablo Ocampo St., Manila City</b>		
ABC	PhP1,000,000.00 inclusive all applicable fees and taxes.		<b>PhP1,000,000.00</b>


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: **Tote Bag\_<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.

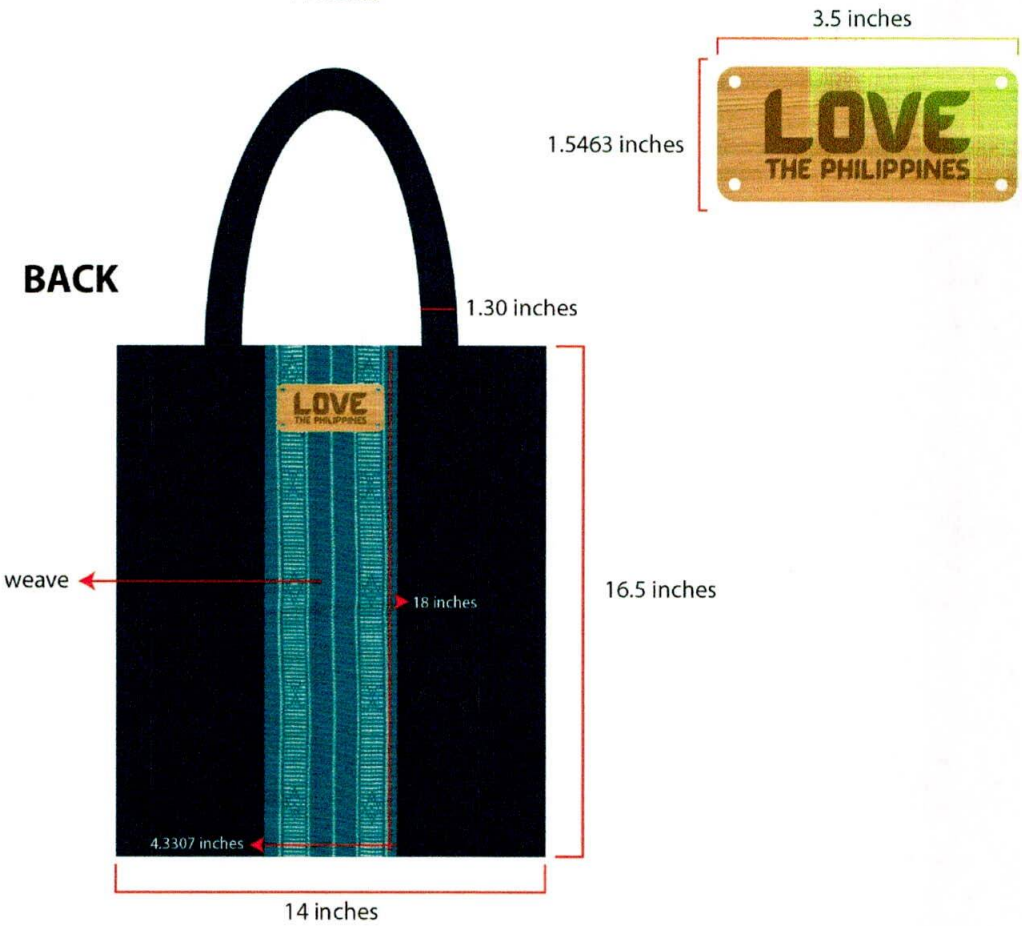
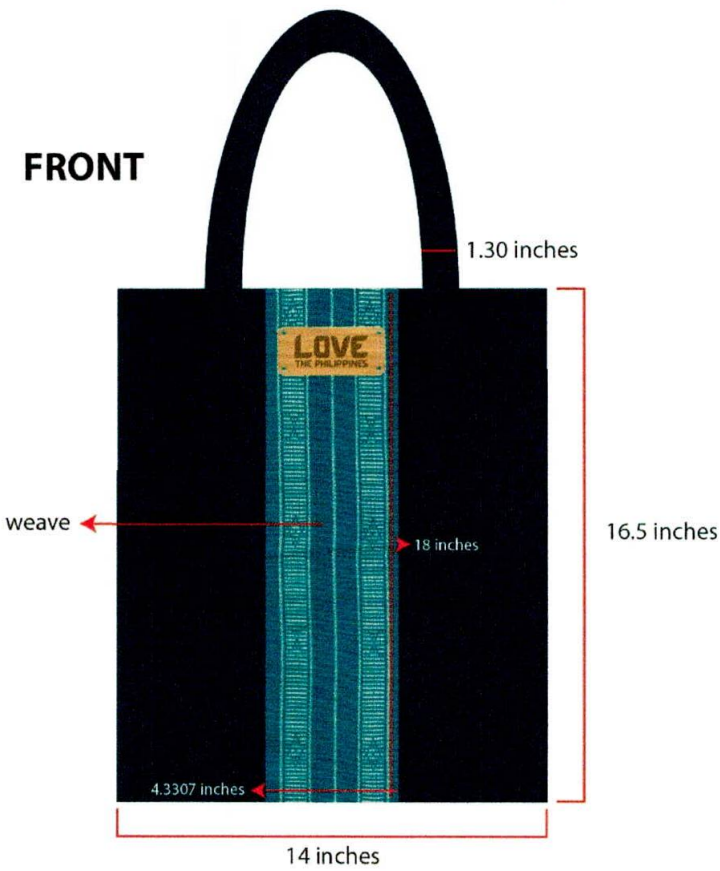
  
**JANET G. VILLAPRANCA**  
Acting Head

Procurement Management Division

**Contact person:** Ada Cruz



CORPORATE TOTE BAG WITH WEAVE



# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## SUPPLY AND DELIVERY OF THE CORPORATE TOTE BAG WITH WEAVE

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><b>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</b></p> <p><b>CORPORATE TOTE BAG WITH WEAVE</b></p> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• <b>Size</b> <ul style="list-style-type: none"> <li>- Bag: 14" (W) x 16.5" (H) x 3.5" (base &amp; side thickness)</li> <li>- Handle: 1.30" (W) x 27" (L)</li> <li>- Weave accent: 4.3307" (W) x 18" (H), both sides</li> <li>- Wood plate: 3.5" (W) x 1.5463" (L)</li> </ul> </li> <li>• <b>Materials</b> <ul style="list-style-type: none"> <li>- Cloth: Bull twill fabric (send swatches) with 210D lining, pocket, zipper and self-fabric strap with snap button inside : Weave cloth/tribal –should be from Luzon, Visayas and Mindanao (Supplier may recommend tribal/ cloth designs on the above-mentioned)</li> <li>- Strap: Good quality cotton strap handle (same color with the bag) : Weave cloth accent will be placed both sides on the center of Bag.</li> <li>- Wood plate: wood, bamboo</li> </ul> </li> <li>• <b>Printing</b> <ul style="list-style-type: none"> <li>- Wood plate: Wooden plate with laser print logo or wooden plate with one color print, both side</li> <li>- Packaging: Natural jute twine/string (Each tote bag will be rolled and securely tied with natural jute twine/string)</li> </ul> </li> </ul> <p><i>See attached Annex for the design.</i></p>	
2	<p><b>ADDITIONAL TECHNICAL REQUIREMENTS:</b></p> <p><b>Terms and Conditions:</b></p> <ol style="list-style-type: none"> <li>Existing samples are available at TPB as reference.</li> <li>The bidder must submit the actual sample of the tote bag using any weave cloth and with wooden plate as mentioned in the specifications to be given together with the quotation. Failure to submit/present the actual sample will not be considered.</li> </ol>	

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	<p>c. Bidder must submit swatches of bull twill fabric and weave cloth/tribal, weave cloth from Luzon, Visayas, and Mindanao for TPB's selection upon submission of quotation.</p> <p>d. TPB Philippines to approve the final sample of the giveaway and its packaging prior to production. The actual sample may be submitted to TPB Philippines 3 days after the receipt of the Notice to Proceed (NTP).</p> <p>e. The corporate tote bag with weave should be neatly packed in boxes, 500 pieces per box to prevent damage and ensure easy distribution.</p> <p>f. The TPB Philippines have limited storage space in its office. Therefore, bidder must agree to store the giveaways for TPB and deliver the giveaways as needed. Both parties may agree upon lead-time of delivery.</p> <p>g. The Bidder's storage space should be well ventilated to ensure that the quality of the giveaways and its packaging would be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.</p>	
3	<p><b>Bidder's Qualification Requirements:</b></p> <p>a. To participate in this bidding process, prospective bidders must have experience in managing similar projects over the past three years, they must submit a detailed list of relevant contracts.</p> <p>b. Must be a Filipino-owned company legally registered under the Philippine law and must be on operation for the last three (3) years.</p>	
6	<p><b>PROJECT IMPLEMENTATION SCHEDULE/DELIVERY</b></p> <p><b>Forty (40) calendar days upon approval of final sample at Tourism Promotions Board 4th Floor, Legaspi Towers 300, cor. Roxas Boulevard &amp; Pablo Ocampo St., Manila City</b></p>	
7	<p><b>CONTRACT DURATION</b></p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	

\_\_\_\_\_  
Name of Company/Bidder

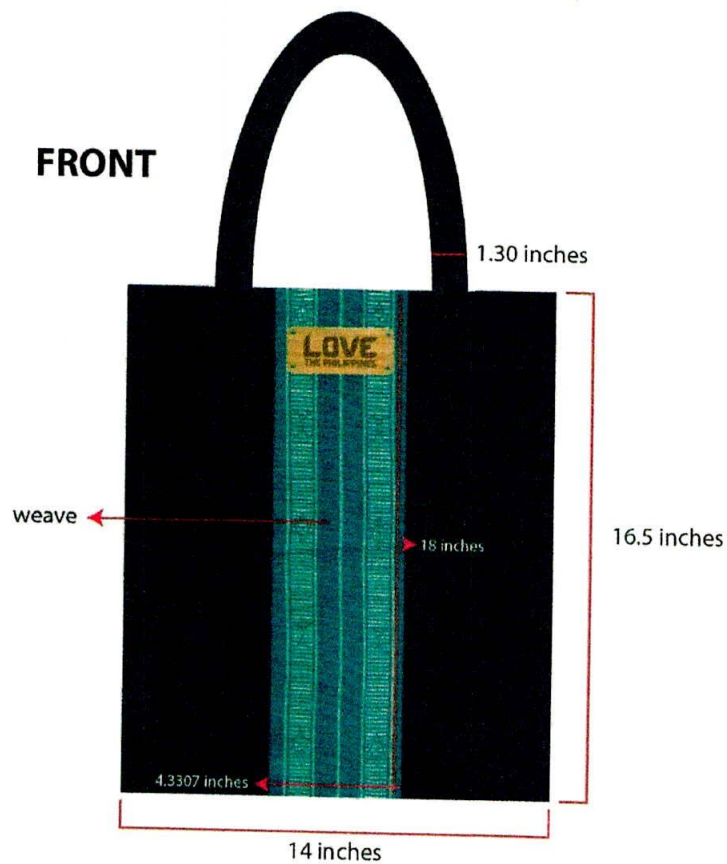
\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

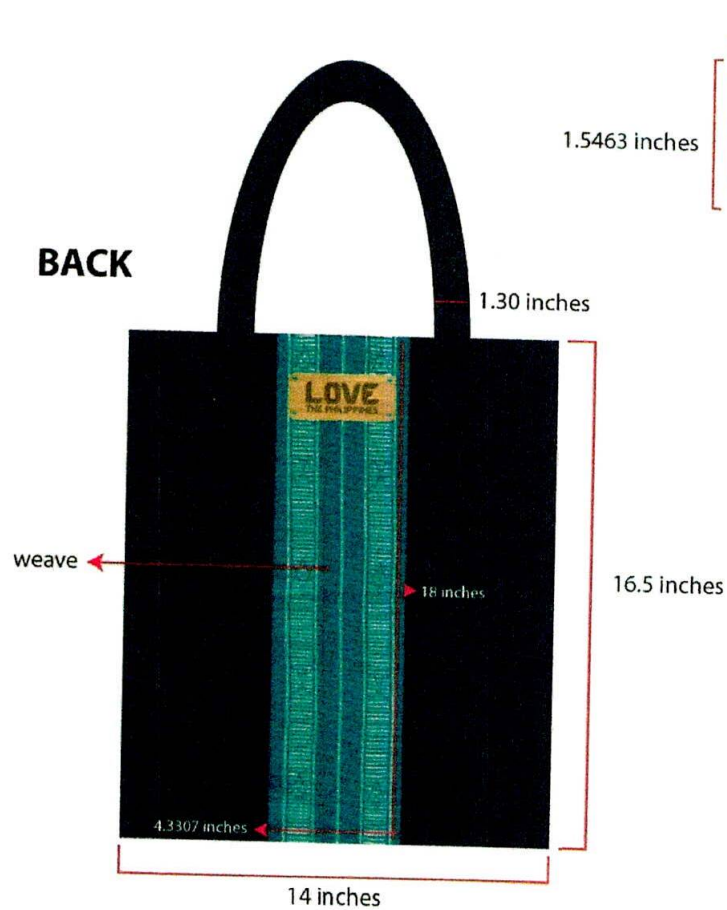


# CORPORATE TOTE BAG WITH WEAVE

FRONT



BACK



**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]*

## **SUPPLY AND DELIVERY OF THE CORPORATE TOTE BAG WITH WEAVE TECHNICAL SPECIFICATIONS**

### **I. BACKGROUND**

The Tourism Promotions Board Philippines (TPBPHL) is the marketing arm of the Department of Tourism. The agency exists to market and promote the Philippines domestically and internationally as a world-class tourism and MICE destination, in strategic partnership with private and public stakeholders to deliver a unique high-value experience for visitors, significantly contributing to increased arrivals, receipts, and investments to the country.

To ensure maximum exposure of the Philippines in the various tourism source markets of the country, the TPB engages in marketing activities using various media platforms. One of which are collateral materials that help build and strengthen the Philippines as a brand. Collateral materials make an impression and provide a competitive statement and later on win businesses. These collateral or marketing materials are considered as strategic assets of any brand.

Aligning with the thrusts of TPB, all collateral or marketing materials should be well thought of to serve its purpose and contribute to the creation of lasting memories as the recipient experience the country's diverse culture.

### **II. RATIONALE**

Collateral / Marketing materials, particularly giveaways, can be a way to keep the Philippines into the top of the minds of potential tourists. It serves as another form of "word of mouth" as it most likely be shared (not just once) over social media advertising when used publicly. These also make our guests feel welcome.

The Department of Tourism launched a new brand campaign last June 2023, entitled "Love the Philippines". As a Marketing arm of Department of Tourism, we would like to align with the campaign by using the Love the Philippines as the main logo for our collaterals. These will be given away during TPB events to build relationship with the recipients. Our promotional materials are purposeful, unique and has a story to tell. We also ensure consistency in the quality of the materials as well as the packaging.

### **III. OBJECTIVES**

- a. To help generate recall that TPB Philippines is the marketing and promotions arm of the Philippine Department of Tourism
- b. To help create awareness about "Philippines" as a country.
- c. To share a piece of the Philippines and stimulate their minds to visit the country

### **IV. SCOPE OF WORK / SERVICES**

#### **CORPORATE TOTE BAG WITH WEAVE**

Quantity: 1,600 – (625.00/pc.)

ABC: PhP1,000,000.00

## Specifications

### Size

Bag	:	14" (W) x 16.5" (H) x 3.5" (base & side thickness)
Handle	:	1.30" (W) x 27" (L)
Weave accent	:	4.3307" (W) x 18" (H), both sides
Wood plate	:	3.5" (W) x 1.5463" (L)

### Materials

Cloth	:	Bull twill fabric (send swatches) with 210D lining, pocket, zipper and self-fabric strap with snap button inside
	:	Weave cloth/tribal –should be from Luzon, Visayas and Mindanao (Supplier may recommend tribal/ cloth designs on the above-mentioned)
Strap	:	Good quality cotton strap handle (same color with the bag)
	:	Weave cloth accent will be placed both sides on the center of Bag.
Wood plate	:	wood, bamboo

### Printing

Wood plate	:	Wooden plate with laser print logo or wooden plate with one color print, both side
Packaging	:	Natural jute twine/string (Each tote bag will be rolled and securely tied with natural jute twine/string)

## Terms and Conditions:

1. Existing samples are available at TPB as reference.
2. The bidder must **submit the actual sample of the tote bag** using any weave cloth and with wooden plate as mentioned in the specifications to be given **together with the quotation**. Failure to submit/present the actual sample will not be considered.
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#### **Bidder's Qualification Requirements:**

1. To participate in this bidding process, prospective bidders must have experience in managing similar projects over the past three years, they must submit a detailed list of relevant contracts.
2. Must be a Filipino-owned company legally registered under the Philippine law and must be on operation for the last three (3) years.

#### **V. PROJECT IMPLEMENTATION SCHEDULE**

##### Delivery Date:

40 calendar days upon approval of final sample

##### Delivery Address:

Tourism Promotions Board  
4th Floor, Legaspi Towers 300,  
cor. Roxas Boulevard & Pablo Ocampo St.,  
Manila City

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

The approved budget for the contract is **ONE MILLION PESOS ONLY (PhP1,000,000.00)** inclusive of all applicable taxes.

#### **VII. TERMS OF PAYMENT**

- Payment will be made upon confirmation of delivery completion, and receipt of all supporting payment documentation.
- Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB), at least 30 working days upon sending of the billing.
- 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.

#### **VIII. CONTRACT DURATION**

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

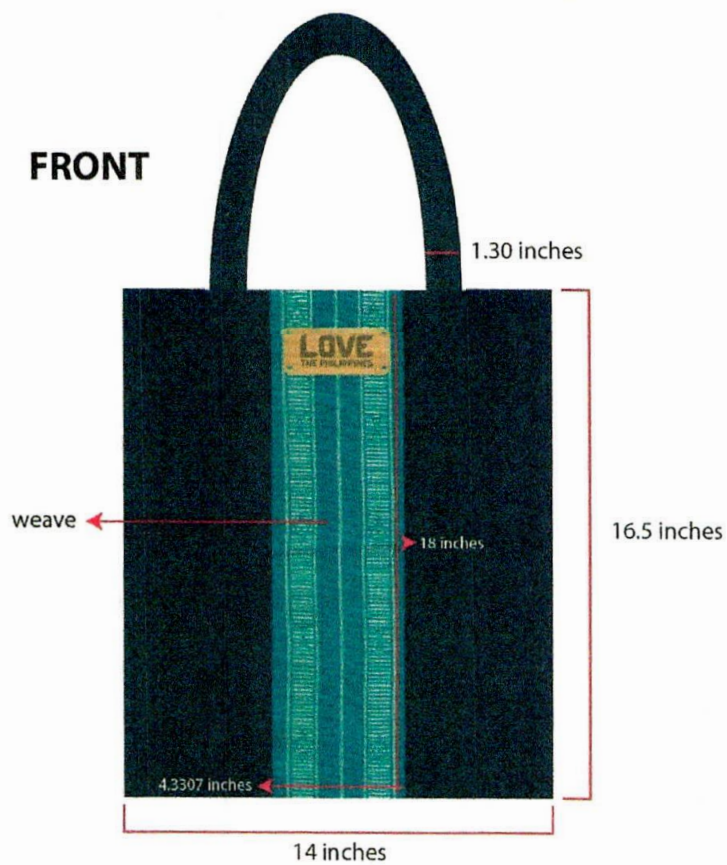
#### **IX. PROJECT OFFICERS CONTACT INFO**

Krisandra A. Cheung  
Tel: +63 2 8523 8960  
Email: [krisandra\\_cheung@tpb.gov.ph](mailto:krisandra_cheung@tpb.gov.ph)

Shirley C. Espadero  
Tel: +63 2 8523 8960  
Email: [shirley\\_espadero@tpb.gov.ph](mailto:shirley_espadero@tpb.gov.ph)

# CORPORATE TOTE BAG WITH WEAVE

**FRONT**



**BACK**

