





June 25, 2025



## REQUEST FOR QUOTATION


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

**RFQ No.** : TPB-RFQ 2025.06.174  
**PR No.** : 2025.05.050  
**Requirements:** Supply and Delivery of Tourism Promotions Board (TPB) 2025 Gender and Development (GAD) Information, Education, and Communication (IEC) Materials

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
Lot 1	<b>Windbreaker Jacket</b> Quantity : 175 pcs	PhP1,000.00	Php175,000.00
	<p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• Fabric: Polyester</li> <li>• Logo Print: Direct to Film</li> <li>• Colors: Orange and Black</li> <li>• Design and Logo will be endorsed by the end-user to the winning bidder.</li> </ul> <div>  <p>← ORANGE</p> <p>← BLACK</p> </div> <div>  <p>← ORANGE</p> <p>← BLACK</p> </div>		

Lot 2	<b>Earclip Earphones with case</b> <b>Quantity : 175 pcs</b>	2,000.00	350,000.00
	<b>Specifications</b> <ul style="list-style-type: none"> <li>• Excellent sound quality with frequency range of 20 Hz to 20K Hz</li> <li>• Long battery life with 50 mAh to 80 mAh</li> <li>• Bluetooth Version: BT 5.3 or BT5.4</li> <li>• Charging Port: Type C</li> <li>• Compatible with IOS, Android, and Windows</li> <li>• With charging case</li> <li>• With storage case</li> <li>• Color: Black/White</li> <li>• Reputable brand with service warranty which covers manufacturing defects and accidental damage for warranty period of two (2) years</li> <li>• Logo Print: Digital Print</li> <li>• Design and Logo will be endorsed by the end-user to the winning bidder.</li> </ul>  		
Lot 3	<b>2025 Gender Sensitivity Training Shirts</b> <b>Quantity : 100 pcs</b>	500.00	50,000.00
	<b>Specifications</b> <ul style="list-style-type: none"> <li>• Fabric: Cotton</li> <li>• Logo: DTF Printing</li> <li>• Sizes: XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL (Eastern fit)</li> <li>• Design and Logo will be endorsed by the end-user to the winning bidder.</li> </ul>		

			
Lot 4	<b>2025 Gender Sensitivity Training Jackets</b> <b>Quantity : 70 pcs</b>	1,500.00	105,000.00
	<b>Specifications</b> <ul style="list-style-type: none"> <li>● Fabric: Cotton</li> <li>● Half Zip Sweatshirt</li> <li>● Logo: DTF Printing</li> <li>● Sizes: XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL (Eastern fit)</li> <li>● Design and Logo will be endorsed by the end-user to the winning bidder.</li> </ul> 		
Lot 5	<b>Laptop Leather Sleeves</b> <b>Quantity : 175 pcs</b>	1,800.00	315,000.00
	<b>Specifications</b> <ul style="list-style-type: none"> <li>● Material: Vegan Leather</li> <li>● Color: Rustic brown</li> <li>● Size: 15 inches length, 1 inch depth, and 12 inches height</li> <li>● Double compartment</li> <li>● Zip pocket on the reverse</li> <li>● Magnetic Closure</li> <li>● Suede lining</li> <li>● Logo: Debossed</li> </ul>		

													
	<p><b>ADDITIONAL TECHNICAL REQUIREMENTS</b></p> <p>1. Bidder must submit a quotation based on the above deliverables with price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost.</p> <p>2. Submit a sample together with the submission of the bid quotation envelope. Failure to submit sample based on the above specification will not be considered and will be disqualified</p> <p>Note: Final actual sample must be presented to the end user's approval prior to mass production</p>												
Delivery	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>Delivery at the TPB Office at 6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300</p> <table><tr><th>LOT</th><th>DATE OF DELIVERY</th></tr><tr><td>1: Windbreaker Jacket</td><td rowspan="2">31 OCTOBER 2025</td></tr><tr><td>2: Earclip Earphones with case</td></tr><tr><td>3: 2025 Gender Sensitivity Training Shirt</td><td rowspan="2">31 JULY 2025</td></tr><tr><td>4: 2025 Gender Sensitivity Training Jackets</td></tr><tr><td>5: Laptop Leather Sleeves</td><td>05 DECEMBER 2025</td></tr></table>	LOT	DATE OF DELIVERY	1: Windbreaker Jacket	31 OCTOBER 2025	2: Earclip Earphones with case	3: 2025 Gender Sensitivity Training Shirt	31 JULY 2025	4: 2025 Gender Sensitivity Training Jackets	5: Laptop Leather Sleeves	05 DECEMBER 2025		
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	<p><b>PROJECT OFFICER CONTACT INFORMATION</b></p> <p>Rossandra Amythea Q. Cayago</p>												

	<a href="mailto:amy_cayago@tpb.gov.ph">amy_cayago@tpb.gov.ph</a>  <b>Karen A. Padolina</b> <a href="mailto:karen_padolina@tpb.gov.ph">karen_padolina@tpb.gov.ph</a>  <b>Bernadette B. Kalingag</b> <a href="mailto:bernadette_kalingag@tpb.gov.ph">bernadette_kalingag@tpb.gov.ph</a>  <b>Ana Kristina Eraga</b> <a href="mailto:ana_eraga@tpb.gov.ph">ana_eraga@tpb.gov.ph</a>		
	<b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b> a. Company profile (New Supplier only) b. SEC/DTI Registration Certificate  <b>LEGAL REQUIREMENT:</b> a. PhilGEPS Certificate b. Mayor's Business Permit (2025) c. BIR Registration /Income/Business Tax Return/TAX Clearance d. Statement of Compliance to the Technical Specification (Annex "A") e. Omnibus Sworn Statement ( <b>Annex "B"</b> )  <b>ATTACHMENTS:</b> a. Statement of Compliance to the Technical Specification ( <b>Annex "A"</b> ) b. Omnibus Sworn Statement ( <b>Annex "B"</b> )		
	<b>NOTE:</b> 1. <b>Quotation</b> - All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.		
Terms	<b>TERMS OF PAYMENT</b> <ul style="list-style-type: none"> <li>Send bill arrangement to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and other pertinent documents.</li> </ul> <p>The following documents should be submitted by the winning bidder for the processing of payment:</p> <ol style="list-style-type: none"> <li>Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant fee</li> </ol>		

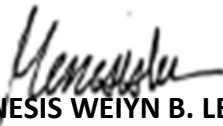
	<p>addressed to:</p> <p>Karen A. Padolina Acting Head, Personnel and Human Resources Development Division Tourism Promotions Board 6/F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300</p> <p>2. Copy of Official Receipt/Invoice Payment will be made through a LandBank of the Philippines (LBP) bank deposit. The Winning Bidder is encouraged to have an LBP. Otherwise, bank charges will be shouldered by the Winning Bidder.</p>		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php995,000.00</b>

Please submit your **quotation, technical, and legal documents**, duly signed by your authorized representative and **Legal Documents** enumerated above **in a sealed envelope** to the address below not later than **3 July 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

BAC Secretariat  
Procurement and General Services Division  
Tourism Promotions Board  
6<sup>th</sup> Floor, Five E-Com Center, Harbord Drive, Mall of Asia Complex, Pasay City



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.



  
**GENESIS WEIYN B. LEE**  
 Acting Head,  
 Procurement Management Division  
 Finance Department


Contact person: Jose T. Ducusin, Jr



	<p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• Excellent sound quality with frequency range of 20 Hz to 20K Hz</li> <li>• Long battery life with 50 mAh to 80 mAh</li> <li>• Bluetooth Version: BT 5.3 or BT5.4</li> <li>• Charging Port: Type C</li> <li>• Compatible with IOS, Android, and Windows</li> <li>• With charging case</li> <li>• With storage case</li> <li>• Color: Black/White</li> <li>• Reputable brand with service warranty which covers manufacturing defects and accidental damage for warranty period of two (2) years</li> <li>• Logo Print: Digital Print</li> <li>• Design and Logo will be endorsed by the end-user to the winning bidder.</li> </ul>  		
Lot 3	<p><b>2025 Gender Sensitivity Training Shirts</b></p> <p><b>Quantity:</b> 100 pcs</p> <p><b>Unit Price :</b> PhP500.00</p> <p><b>ABC :</b> PhP50,000.00</p>		
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**I hereby certify to Comply with all the above Technical Specifications.**

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

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

\_\_\_\_\_  
Date

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. 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]*