


04 July 2025


REQUEST FOR QUOTATION

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

RFQ No. : **TPB-RFQ 2025-07-189**
PR No. : **2025.06.032**

REQUIREMENTS: PRINTING AND PRODUCTION OF CALLING CARDS OF THE CPBD DEPARTMENT PERSONNEL

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
16 bxs	Calling Card 8 different names (annex "B")	PhP750.00	PhP12,000.00
	Specifications: Details and Quantity: (100 pcs/box) Material Preference: <ul style="list-style-type: none"> - Astro Bianco, White 280 gsm Size: 3.5 (W) x 2 inches (H) Printing Process: <ul style="list-style-type: none"> - Offset / digital printing Two-side full color printing Color Requirement: <ul style="list-style-type: none"> - Front side: Full Color Printing - Back Side: Full Color, using "Love the Philippines" 		
	Design Please click https://drive.google.com/drive/folders/1YpOOwNEby3-pbvQqierMCwFxZH6mKpEj?usp=sharing Front 		

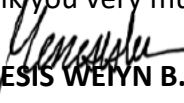
	<p>Back</p> 		
	<p>Other details:</p> <ol style="list-style-type: none"> 1. High-resolution copy of the calling card layout to be supplied by TPB 2. Suppliers must submit paper stock to be used and a sample print out based on the above specifications will be used as the basis for the bid evaluation. Failure to submit/present a similar sample of the above requirements will not be considered and will be disqualified. 3. Supplier must submit the final sample upon receipt of Purchase Order (PO) for the TPB's Creative Unit approval prior to final/mass printing. 4. Allow reproofing of three (3) times without additional charges to TPB. 5. Damaged items upon delivery must be replaced by the supplier free of charge. 		
	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Delivery timeline:</p> <ul style="list-style-type: none"> • Full Delivery 25 Calendar days upon approval of final sample 		
	<p>PROJECT OFFICER CONTACT INFORMATION</p> <p>MILLISA M. NUADA</p> <p>Email address: millisa_nuada@tpb.gov.ph</p>		
	<p>ADDITIONAL TECHNICAL REQUIREMENT</p> <ol style="list-style-type: none"> a. Company profile (New Supplier Only) b. SEC/DTI Registration Certificate c. Statement of Compliance with Technical Specification (Annex "A") <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. BIR Registration (TIN No.2303) 		

	ATTACHMENTS: a. Statement of Compliance with Technical Specification (Annex "A") b. Design (Annex "B") NOTE: 1. 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		PhP12,000.00

Please submit your **quotation, technical, and legal documents**, duly signed by your authorized representative, to the email addresses: bhong_ducusin@tpb.gov.ph/bac_sec@tpb.gov.ph, not later than **09 July 2025 at 05:00 PM**, subject to the Terms and Conditions stated herein.

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 WEILYN B. LEE
Acting Head
Procurement Management Division


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
A.	Calling Card 8 different names (<i>Annex "B"</i>) ABC: PhP12,000.00	16 bxs	
	Specifications: Details and Quantity: (100 pcs/box) Material Preference: <ul style="list-style-type: none"> - Astro Bianco, White 280 gsm Size: 3.5 (W) x 2 inches (H) Printing Process: <ul style="list-style-type: none"> - Offset / digital printing Two side full color printing Color Requirement: <ul style="list-style-type: none"> - Front side: Full Color Printing - Back Side: Full Color, using "Love the Philippines" 		
	Design Please click https://drive.google.com/drive/folders/18LZdbBgRVG8n9_wP8yEsDyZgOvorHR0 Front 		
	Back		

			
	Other details: <ol style="list-style-type: none"> 1. High-resolution copy of the calling card layout to be supplied by TPB 2. Suppliers must submit paper stock to be used and a sample print out based on the above specifications will be used as the basis for the bid evaluation. Failure to submit/present a similar sample of the above requirements will not be considered and will be disqualified. 3. Supplier must submit the final sample upon receipt of Purchase Order (PO) for the TPB's Creative Unit approval prior to final/mass printing. 4. Allow reproofing of three (3) times without additional charges to TPB. 5. Damaged items upon delivery must be replaced by the supplier free of charge. 		
	PROJECT IMPLEMENTATION SCHEDULE Delivery timeline: <ul style="list-style-type: none"> • Full Delivery 25 Calendar days upon approval of final sample 		

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

ANNEX "B"

List of Calling Cards

1. Nezza Mendoza
2. Arturo Z. Gatus
3. Thyrrise Dhenice S. Juan
4. Sharmaine Joy P. Abelon
5. Mariel Angelica A. Dimaano
6. Sheryll Ann R. Karunungan
7. Ken C. Navarette
8. Millisa M. Nuada

