

14 July 2025

## REQUEST FOR QUOTATION

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

**RFQ No.** : **TPB-RFQ 2025.07.193**  
**PR No.** : **2025.07.015**


**REQUIREMENTS** : **CORRECTIVE MAINTENANCE SERVICES FOR SHARP PHOTOCOPIER**  
**MACHINE MODEL: AR-452U / SN: 1502606Y AND MODEL: MX-M565N**  
**/ SN: 65011529**

Quantity	Particulars	Estimated Unit Price	Total Cost (PhP)
1 lot	<b>Model: AR-452U / SN: 1502606Y</b>		
	- Replace Panel	PhP16,092.00	PhP16,092.00
	<b>Model: MX-M565N / SN: 65011499</b>		
	- Replace Process Frame Unit	PhP4,953.00	PhP4,953.00
	- Replace MC unit	PhP2,681.00	PhP2,681.00
	- Replace DV Unit	PhP10,678.00	PhP10,678.00
	- Replace Developer	PhP8,460.00	PhP8,460.00
	<b>PROJECT OFFICERS' CONTACT INFORMATION</b> <b>Primary</b> Paula Jesusa C. Granale Email: <a href="mailto:paula_granale@tpb.gov.ph">paula_granale@tpb.gov.ph</a>  Johnnel Ignacio Tel: +63 2 8523 8960 Email: <a href="mailto:johnnel_ignacio@tpb.gov.ph">johnnel_ignacio@tpb.gov.ph</a>		
	<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.		
	<b>LEGAL REQUIREMENTS:</b> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration (BIR FORM 2303)		
Terms	30 days from receipt of the Invoice		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>PhP42,864.00</b>

Please submit your **quotation, technical, and legal documents**, duly signed by your authorized representative, to the email addresses: [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), not later than **17 July 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

Please be informed that the Tourism Promotions Board Philippines 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



**CONTACT PERSON: JOSE T. DUCUSIN, JR**

**ANNEX "A"**

<b><u>TECHNICAL SPECIFICATION</u></b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance (<i>comply /not comply</i>)</b>
1 lot	<b>Model: AR-452U / SN: 1502606Y</b> - Replace Panel		
	<b>Model: MX-M565N / SN: 65011499</b> - Replace Process Frame Unit - Replace MC unit - Replace DV Unit - Replace Developer		

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

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Name of Company/Bidder

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Signature over Printed Name of  
Representative

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Date