

18 July 2025

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. : **TPB-RFQ 2025.07.202**

PR No. : **2025.07.021**

REQUIREMENTS : **SUPPLY AND DELIVERY OF 2025 PHITEX MICECONNECT OFFICE SUPPLIES**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
5 rms	PAPER, Multicopy, A4 size, Sub 80gsm	240.00	1,200.00
4 rms	PAPER, Multicopy, Legal size, Sub 80gsm	265.00	1,060.00
10 rms	PAPER, A3 size sub. 120 gsm (special)	300.00	3,000.00
5 packs	PAPER, A4 size - White sub. 200gsm	150.00	750.00
20 packs	VELLUM BOARD, A3 (sub.200 gms) white	250.00	5,000.00
15 packs	VELLUM BOARD, A4 (sub.200 gms) white	275.00	4,125.00
15 packs	STICKER Paper (10's) A4 size	150.00	2,250.00
20 sheets	LEVEL STICKER, Round, (10 colors) 25mm	70.00	1,400.00
2 packs	PHOTO Paper Matte (10's) A4 size, 200gsm	200.00	400.00
2 packs	PHOTO Paper Glossy (10's) A4 size, 200gsm	200.00	400.00
27 pcs	BOX, Balikpapan, 20x20x20 inches	150.00	4,050.00
65 pcs	BALLPEN, Black - Panda	25.00	1,625.00
5 pcs	BALLPEN, Red – Panda	25.00	125.00
48 pcs	PEN, Gel-pen Dong A Black	35.00	1,680.00
17 pcs	PEN, Gel-pen Dong A Blue	35.00	595.00
17 pcs	PEN, Gel-pen Dong A Red	35.00	595.00
22 pcs	SIGN PEN, Hi Techpoint V10 Grip 0.5 Black	70.00	1,540.00
30 pcs	BOOK, Clear, 20s, A4 size, fixed type	100.00	3,000.00
4 pcs	BOOK, Clear, 40s, A4 size, fixed type	150.00	600.00
4 pcs	BOOK, Clear, 20s, Legal size, fixed type	150.00	600.00
10 pcs	ENVELOPE, Brown, Legal size	20.00	200.00
5 pcs	ENVELOPE, Brown, Short size	25.00	125.00
40 pcs	ENVELOPE, Expanding, Short Kraft w/ string	25.00	1,000.00
14 pcs	ENVELOPE, Expanding, Legal Kraft w/string	30.00	420.00
155 pcs	FOLDER, L- type A4 size	20.00	3,100.00
15 pcs	FOLDER, L- type Long size	25.00	375.00
5 pcs	FOLDER, White, A4 size	20.00	100.00
2 pcs	FOLDER, White, Long size	25.00	50.00
2 bxs	FASTENER, Metal, non-sharp edges	70.00	140.00
6 pcs	GLUE, Stick (Elmers) all-purpose 22g	50.00	300.00

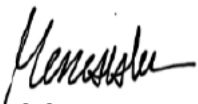
1 box	RUBBER band, No. 18 (flat brown)	200.00	200.00
50 pcs	MARKER, Permanent, bullet type - Black	40.00	2,000.00
43 pcs	MARKER, Permanent, bullet type - Blue	40.00	1,720.00
31 pcs	MARKER, Permanent, bullet type - Red	40.0	1,240.00
3 pcs	MARKER, Permanent, broad - Black	40.00	120.00
2 pcs	MARKER, Permanent, broad - Red	40.00	80.00
2 pcs	SCISSOR, Stainless, (black handle)	200.00	400.00
11 pcs	STAPLER, No. 35 (with remover)	110.00	1,210.00
9 bxs	STAPLE, Wires Standard # 35	60.00	540.00
13 rlls	TAPE, Packaging, 48mm x 100M (2") Brown	70.00	910.00
5 rlls	TAPE, Transparent, 48mm x 100M (2")	70.00	350.00
9 rlls	TAPE, Masking tape 1/2" x	60.00	540.00
12 rlls	TAPE, Masking, 24mm x 50M (1")	70.00	840.00
27 rlls	TAPE, Transparent, 24mm x 50M (1")	50.00	1,350.00
12 rlls	TAPE, Double-Sided tape, 12mm with foam	60.00	720.00
1 pc	TAPE, Dispenser 1" Heavy Duty	250.00	250.00
2 pcs	CUTTER, NT L-500	150.00	300.00
2 packs	CUTTER, blade, L500 (10's)	100.00	200.00
10 packs	PAD, Note, stick-on 2"x 2", 100s/pad	75.00	750.00
11 packs	PAD, Note, stick-on 3"x 3", 100s/pad	85.00	935.00
26 bxs	CLIP, Binder (1 inch / 25mm)-12' pcs/box	50.00	1,300.00
21 bxs	CLIP, Binder (1 1/4 inch / 32mm) 12 pcs/box	60.00	1,260.00
21 bxs	CLIP, Binder (2 inch / 51mm) - 12 pcs/box	70.00	1,470.00
11 bxs	CLIP, Paper (32mm) Small	60.00	660.00
5 bxs	CLIP, Paper (48mm)/ Big	70.00	350.00
28 pcs	CLIPBOARD, Plastic, AA size	120.00	3,360.00
6 pcs	BATTERY, Dry cell AA, 2 pcs/pack - Energizer	100.00	600.00
1 roll	RIBBON, Light blue 1" 30 meters	500.00	500.00
1 roll	RIBBON, Yellow, 1" 30 meters	500.00	500.00
1 roll	RIBBON, Orange 1" 30 meters	500.00	500.00
4 pcs	CORDS, Extension HD(6 gangs, 5M) w/ Switch	800.00	3,200.00
4 pcs	32gb Sandisk Extreme Memory Card	500.00	2,000.00
	SDHCI V30 ClassW		
1 pc	UGREEN 6-in-1 USB C Multifunctional Hub with 3-Port USB. 3.0, 4K UHD HDMI, SD/TF Card Reader 20956A	2,000.00	2,000.00
2 pcs	USB 8GB Capacity	450.00	900.00
10 pcs	A5 Acrylic Stand	200.00	2,000.00
20 pcs	A4 Acrylic Stand	250.00	5,000.00
10 pcs	A3 Acrylic Stand	300.00	3,000.00
	ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS a. Company profile (<i>New Supplier only</i>) b. SEC/DTI Registration Certificate		

	LEGAL REQUIREMENTS: a. PhilGEPS Registration Certificate b. Mayor's Business Permit (2025) c. BIR Registration (2303)		
	NOTE: 1. Quotation - 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		
Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php83,060.00

Please submit your **quotation 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 **24 July 2025 at 05:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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