



25 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 2025.07.209
PR No. : 2025.07.035
Requirements : **SUPPLY AND DELIVERY OF STEEL LATERAL CABINET AND MOBILE PEDESTAL FOR DOCUMENTATION AND OFFICE USE**

Quantity	Particulars	Estimated Unit Price	Total Cost (Php)
3 units	<p>Steel Lateral Cabinet</p> <ul style="list-style-type: none"> • 4-layer with central lock, built-in handle, and file divider • Material: steel, powder coating • Color: gray • Gauge: 20 • Size: 90cm W x 132.8cm H x 45cm D • Anti-tilt feature 	PhP15,000.00	PhP45,000.00


8 units	<p>Mobile Pedestal</p> <ul style="list-style-type: none"> • 3-layer with central lock, pen tray, and file divider • 5-swivel castor build for ease of mobility • Color: gray • Size: 40cm W x 65.5cm H x 56.5cm D 	PhP4,500.00	PhP36,000.00
	<ul style="list-style-type: none"> • Provision of user manuals and warranty certificate (minimum 1 year for all units) • Provision of service contact information for warranty claims or technical support 		
	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Delivery at the TPB Office at 6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP).</p>		
	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> Company profile (<i>New Supplier only</i>) SEC/DTI Registration Certificate Accomplished Statement of Compliance to the Technical Specification (<i>Annex "A"</i>) <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> PhilGEPS Certificate Mayor's Business Permit (2025) BIR Registration (TIN No. 2303) <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specification (<i>Annex "A"</i>) 		

	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		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		PhP81,000.00

Please submit your **quotation, together with the 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 **31 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
Finance Department

CONTACT PERSON: JOSE T. DUCUSIN, JR.

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 (<i>comply /not comply</i>)
A.	<p>Steel Lateral Cabinet ABC: PhP45,000.00</p> <ul style="list-style-type: none"> • 4-layer with central lock, built-in handle, and file divider • Material: steel, powder coating • Color: gray • Gauge: 20 • Size: 90cm W x 132.8cm H x 45cm D • Anti-tilt feature 	3 units	
	<p>Mobile Pedestal ABC: PhP36,000.00</p> <ul style="list-style-type: none"> • 3-layer with central lock, pen tray, and file divider • 5-swivel castor build for ease of mobility • Color: gray • Size: 40cm W x 65.5cm H x 56.5cm D 	8 units	

	<ul style="list-style-type: none"> • Provision of user manuals and warranty certificate (minimum 1 year for all units) • Provision of service contact information for warranty claims or technical support 		
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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



