

21 July 2025



REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025.07.204
PR No. 2025.07.019

REQUIREMENTS: **SUPPLY AND DELIVERY OF GIVEAWAYS FOR THE PHILIPPINES' PARTICIPATION IN THE TOURISM EXPO JAPAN (TEJ) 2025**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
800 pieces	<p>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>“Love the Philippines” Tote Bag</p> <ul style="list-style-type: none"> Tote bag size: W – 16 inches, H – 18 inches Handle size: 28 - 30 inches Front logo size: LOVE: 3 x 10 inches THE PHILIPPINES: 1 x 10 inches Back logo size: TPB: 1 x 3 inches PHILIPPINES: .5 X 4 inches Printing process: Silkscreen both size <p>Sample Photo:</p> <div>   </div>	PhP350.00	PhP280,000.00

600 pieces	Dried Mangoes <ul style="list-style-type: none"> • 100 grams per pack • Must be a Filipino brand <p>Sample photo:</p> 	PhP200.00	PhP120,000.00
200 pcs 100 pcs 100 pcs	Chocolate Cacao Nibs <ul style="list-style-type: none"> • Milk Chocolate Flavor • Dark Chocolate Flavor • White Chocolate Flavor • Must be a Filipino brand <p>Sample photo:</p> 	PhP250.00 PhP250.00 PhP250.00	PhP100,000.00
	PROJECT IMPLEMENTATION SCHEDULE/DELIVERY Target Delivery Date: 30 days upon approval of the final sample Place of Delivery: TPB Office (6/F Five Ecom Center, MOA Complex, Pasay City, Philippines)		

	ADDITIONAL TECHNICAL REQUIREMENTS: <ol style="list-style-type: none"> 1. Company Profile (<i>if new TPB supplier</i>) 2. SEC/DTI Registration Certificate 3. Accomplished Statement of Compliance to the Technical Specifications 4. Sample material of the above-mentioned requirements together with the technical bid envelope. <u>Failure to submit/present an actual sample based on the above specifications will result in disqualification.</u> 		
	LEGAL REQUIREMENTS: <ol style="list-style-type: none"> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement ATTACHMENTS: <ol style="list-style-type: none"> 1. Statement of Compliance 2. Omnibus Sworn Statement sample 3. Technical Specifications NOTE: <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 		
Terms	<ul style="list-style-type: none"> • Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing. • The supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier. 		
ABC	The Approved Budget for the Contract (ABC) is inclusive of all applicable fees and taxes.		PhP500,000.00

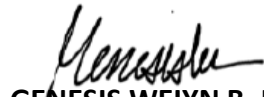
Please submit your **quotation (with sample)**, together with the technical and legal documents enumerated above, duly signed by your authorized representative, in a **sealed envelope** not later than **25 July 2025, 05:00 PM**, to the address below, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Bids and Awards Committee (BAC) Secretariat
Procurement Management Division
Finance Department
Tourism Promotions Board Philippines

Quotation No. TPB RFQ 2025.07.204
PR No. 07.019

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: ADA CRUZ



STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF GIVEAWAYS FOR THE PHILIPPINES' PARTICIPATION IN THE TOURISM EXPO JAPAN (TEJ) 2025

Bidders must state here either **“Comply”** or **“Not Comply”** against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<p>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>“Love the Philippines” Tote Bag</p> <ul style="list-style-type: none">• 800 pieces• Tote bag size: W – 16 inches, H – 18 inches• Handle size: 28 - 30 inches• Front logo size: LOVE: 3 x 10 inches THE PHILIPPINES: 1 x 10 inches• Back logo size: TPB: 1 x 3 inches PHILIPPINES: .5 X 4 inches• Printing process: Silkscreen both size <p>Sample Photo:</p> <div></div>	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

2	<p>Dried Mangoes</p> <ul style="list-style-type: none"> • 600 pieces • 100 grams per pack • Must be a Filipino brand <p>Sample photo:</p> 	
3	<p>Chocolate Cacao Nibs</p> <ul style="list-style-type: none"> • 200 pcs Milk Chocolate Flavor • 100 pcs Dark Chocolate Flavor • 100 pcs White Chocolate Flavor • Must be a Filipino brand <p>Sample photo:</p> 	
4	<p>PROJECT IMPLEMENTATION SCHEDULE/DELIVERY</p> <p>Target Delivery Date: 30 days upon approval of the final sample</p> <p>Place of Delivery: TPB Office (6/F Five Ecom Center, MOA Complex, Pasay City, Philippines)</p>	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

5	ADDITIONAL TECHNICAL REQUIREMENTS: <ol style="list-style-type: none"> 1. Company Profile <i>(if new TPB supplier)</i> 2. SEC/DTI Registration Certificate 3. Accomplished Statement of Compliance to the Technical Specifications 4. Sample material of the above-mentioned requirements together with the technical bid envelope. <u>Failure to submit/present an actual sample based on the above specifications will result in disqualification.</u> 	
6	LEGAL REQUIREMENTS: <ol style="list-style-type: none"> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement NOTE: <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 	
7	<ul style="list-style-type: none"> • Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing. • The supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier. 	
8	CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

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

TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF GIVEAWAYS FOR THE PHILIPPINES' PARTICIPATION IN THE TOURISM EXPO JAPAN (TEJ) 2025

I. BACKGROUND

Tourism Expo Japan (TEJ) is the biggest travel fair in Japan organized jointly by the Japan Travel and Tourism Association (JTTA), Japan Association of Travel Agents (JATA), and the Japan National Tourism Organization (JNTO). It was created to stimulate demand for overseas and domestic travel among the Japanese.

TEJ is an institutional project and a must-see event for every NTO and travel and tourism-related establishment that wants to secure a place in the highly lucrative Japanese travel market. Tourism Expo Japan has become an important brand exercise for national tourism offices in Asia showcasing destination attractions and many travel product offerings.

II. OBJECTIVES

The objectives of the event are as follows:

- To sustain the Philippines' visibility and presence in Japan's largest and most prestigious travel fair;
- To provide a platform and venue for Philippines travel and tourism suppliers to meet their Japanese counterparts to develop and/or renew business partnerships;
- To announce the Philippine tourism recovery program for the Japanese market;
- To create awareness about the interest in Philippine tourism destinations and products to consumers; and
- To support Japan's most important travel event which is consistent with the concept of two-way tourism or mutual cooperation between Japan and the Philippines in the area of travel and tourism

III. SCOPE OF WORK/SERVICES

ITEMS	QUANTITY	UNIT PRICE	SPECIFICATIONS
"Love the Philippines" Tote Bag	800 pcs	PHP 350.00	<ul style="list-style-type: none">• Tote bag size: W – 16 inches, H – 18 inches• Handle size: 28 - 30 inches• Front logo size:

			LOVE: 3 x 10 inches THE PHILIPPINES: 1 x 10 inches Back logo size TPB: 1 x 3 inches PHILIPPINES: .5 X 4 inches <ul style="list-style-type: none"> • Printing process: Silkscreen both size
Dried Mangoes	600 pcs	PHP 200.00	<ul style="list-style-type: none"> • 100 grams per pack • Must be a Filipino brand
Chocolate Cacao Nibs	400 pcs	PHP 250.00	<ul style="list-style-type: none"> • 200 pcs Milk Chocolate Flavor • 100 pcs Dark Chocolate Flavor • 100 pcs White Chocolate Flavor • Must be a Filipino brand

Sample Photos:

Tote Bag:



Dried Mangoes:



Chocolate Cacao Nibs:



IV. PROJECT IMPLEMENTATION SCHEDULE

Target Delivery Date: 30 days upon approval of the final sample

Place of Delivery: TPB Office (6/F Five Ecom Center, MOA Complex, Pasay City, Philippines)

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Company Profile (if new TPB supplier)
2. SEC/DTI Registration Certificate
3. Accomplished Statement of Compliance to the Technical Specifications
4. Sample material of the above-mentioned requirements together with the technical bid envelope. **Failure to submit/present an actual sample based on the above specifications will result in disqualification.**

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FIVE HUNDRED THOUSAND PESOS ONLY (PHP 500,000.00)** inclusive of service charge and all applicable taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the quotation with the most advantageous financial package cost, provided that the amount of the bid does not exceed the ABC.

VII. TERMS OF PAYMENT

Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.

GEMMA AILEEN S. ISIC

Acting Head
North Asia Division

The supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICER'S CONTACT INFORMATION

Name	:	CORYNE ANGELA S. SEÑERES
Contact No.	:	(02) 8525 9318 to 27 loc. 287
E-mail Address	:	coryne_seneres@tpb.gov.ph