

REQUEST FOR QUOTATION (RFQ)

21 July 2025

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

RFQ No. : TPB-RFQ 2025-07-205

PR No. : 2025.07.023

REQUIREMENTS : SUPPLY AND DELIVERY OF LTP BALL PENS FOR TPB'S GIVEAWAYS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SUPPLY AND DELIVERY OF THE LTP BALL PENS FOR TPB'S GIVEAWAYS</p> <p>SCOPE OF SERVICES/DELIVERABLES</p> <p>LTP BALLPENS Quantity: 5,600 pcs. / 60.30 per pc.</p> <p>Specifications: Dimension: approximate 13.8 x 1.2 cm Materials: natural bamboo, plastic, and metal Ink: Blank Ink (good quality) : Refillable Point: 0.5 or 0.7 mm Print: Laser-engraved (natural color of bamboo color) Type: Ballpoint Pen Packaging: Individual packed in good quality Plastic (MARCOM approval) : 50 pcs. per box</p> <p>TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> 1. The LTP ballpen sample is available, kindly Coordinate with TPB-Marcom. 2. Layout to be supplied by TPB-Marcom 3. The bidder must be able to submit an actual sample of LTP ballpen following the specifications given, together with the quotation. Failure to submit/present an actual sample based on the above 	PhP337,700.00	PhP337,700.00

	<p>specifications will be disqualified and will not be considered.</p> <ol style="list-style-type: none"> TPB Philippines will approve the final sample of the giveaways and its packaging prior to production. The final / actual sample may be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.) LTP ballpen should be neatly packed in boxes, 50 pcs. per box to prevent damage and ensure easy distribution. The TPB has a limited storage space in its office. Therefore, bidder must agree to store the giveaways for TPB and deliver the giveaways as needed. Both parties may agree on the lead-time of delivery (if needed) The bidder's storage space should be well ventilated to ensure that the quality of giveaway and its packaging would be maintained. In the event that the giveaways or its packaging delivered have dent or damaged, the bidder / supplier agrees to replace it within the agreed specified time (if needed) <p>BIDDER'S ADDITIONAL ELIGIBILITY REQUIREMENTS:</p> <ol style="list-style-type: none"> Must be a Filipino-owned, operated, and legally registered company under Philippine laws and must have been in operation for the last three (3) years. To participate in this bidding process, prospective bidders must have experience in managing similar projects over the past three years, and <u>they must submit a detailed list of relevant contracts.</u> <p>PROJECT IMPLEMENTATION SCHEDULE Delivery Date: 40 calendar days upon approval of the final sample</p>		
--	--	--	--

	<p>Delivery Address: Tourism Promotions Board 4th Floor, Legaspi Towers 300 Cor. Roxas Blvd., & Pablo Ocampo St. Manila City</p> <p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1) Payment will be made upon confirmation of delivery completion, and receipt of all supporting payment documentation. 2) Payment will be on a send-bill arrangement to the TPB at least 30 working days upon sending of the billing. 3) TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfer may still be done but bank charge must be borne by the suppliers. <p>CONTRACT DURATION</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile (<i>for TPB New suppliers</i>) 2. SEC/DTI Registration Certificate 3. Accomplished Statement of Compliance to the Technical Specifications <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit (2025) 3. Income/Business Tax Return (for ABC above 500K) 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications 2. Design 3. Omnibus Sworn Statement form <p>Note:</p>		
--	---	--	--

	1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP337,700.00 inclusive of all applicable taxes		

Please submit your **quotation together with technical and legal documents** enumerated above, duly signed by your authorized representative, in a **sealed envelope** to the address below, not later than **28 July 2025 on or before 05:00 P.M.**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

BAC Secretariat
Procurement Management Division
Tourism Promotions Board Philippines
6th Floor, Five E-Com Center, Harbord Drive, Mall of Asia Complex, Pasay City

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: MR. SOCRATES G. TORRES