


03 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 2025.07.186  
**PR No.** 05.037  
**Requirements:** **PRINTING, PRODUCTION, AND DELIVERY OF CORPORATE SOCIAL RESPONSIBILITY (CSR) TOKENS LOT 2 (3<sup>RD</sup> POSTING)**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
55 pieces	<p><b>LOT 2: CACHA TOTE BAGS WITH TPB AND CSR LOGOS PRINT</b></p> <p><b>Size:</b> 12-15 inches L x 16-18 inches W  <b>Material:</b> Canvas  <b>Printing Process:</b> Full color print</p> <div data-bbox="464 1014 852 1256">  </div> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>- Sample Material and Designs to be approved by TPB.</li> <li>- Design layout pls refer here:  <a href="https://drive.google.com/file/d/1EobouzY_S0L2Yy_MkcYWZeJkY1bBqUo9A/view?usp=drive_link">https://drive.google.com/file/d/1EobouzY_S0L2Yy_MkcYWZeJkY1bBqUo9A/view?usp=drive_link</a></li> <li>- With side pockets</li> <li>- With logo prints front and back</li> <li>- Durable material</li> <li>- Packaging design and lay-out by the supplier and to be approved by TPB</li> <li>- Packaging should have the message "With compliments from the Tourism Promotions Board" and TPB logo</li> <li>- For high-res copies of the logos:  <a href="https://drive.google.com/drive/folders/1eNw4fQ5H666abWqLvKSwQNWIVzxSoeO0?usp=drive_link">https://drive.google.com/drive/folders/1eNw4fQ5H666abWqLvKSwQNWIVzxSoeO0?usp=drive_link</a></li> </ul>	PhP700.00	PhP38,500.00

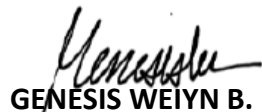
	<b>DATE OF IMPLEMENTATION/DELIVERY</b> Thirty (30) working days from receipt of the end-user's approval at the 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300 Philippines		
	<b>ADDITIONAL TECHNICAL/ ELIGIBILITY REQUIREMENTS:</b> 1. Company Profile <i>(for new bidders)</i> 2. SEC/DTI Registration Certificate <i>(must be in operation for the last three (3) years)</i> 3. Bidder must submit sample material, and swatches based on the above specifications with the price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost, <b>upon submission of the quotation.</b> <u>Failure to submit a sample will not be considered and will be disqualified.</u> 4. Must submit a detailed list of relevant contracts; experience in managing similar projects over the past three (3) years.		
	<b>Terms and Conditions</b> 1. Submit an actual sample of items based on the above specifications within 5 working days upon receipt of the NTP. 2. The printing and production turnaround time is within 30 working days from receipt of the end-user's approval. 3. The supplier must demonstrate a willingness to respond to immediate or unforeseen changes in specifications		
	<b>LEGAL REQUIREMENTS:</b> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration <b>ATTACHMENTS:</b> 1. Statement of Compliance 2. Technical Specifications <b>NOTE:</b> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days.		
Terms	Payment will be made within thirty (30) working days upon receipt of the Statement of Account/Billing Statement.		
ABC	The Approved Budget for the Contract (ABC) is inclusive of all applicable fees and taxes.		<b>Php38,500.00</b>

Please submit your **quotation with sample together with the technical and legal requirements** duly signed by your authorized representative **in a sealed envelope**, to the address stated below not later than **08 June 2025, 05:00 PM**, subject to the Terms and Conditions stated herein.

Bids and Awards Committee (BAC) Secretariat  
Procurement Management Division  
Tourism Promotions Board Philippines  
6<sup>th</sup> Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

Please be informed that the Tourism Promotions Board 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

## PRINTING, PRODUCTION, AND DELIVERY OF CORPORATE SOCIAL RESPONSIBILITY (CSR) TOKENS LOT 2 (3<sup>RD</sup> POSTING)

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><b>LOT 2: CACHA TOTE BAGS WITH TPB AND CSR LOGOS PRINT</b></p> <p><b>Quantity:</b> 55 pcs.</p> <p><b>Size:</b> 12-15 inches L x 16-18 inches W</p> <p><b>Material:</b> Canvas</p> <p><b>Printing Process:</b> Full color print</p>  <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>- Sample Material and Designs to be approved by TPB.</li> <li>- Design layout pls refer here: <a href="https://drive.google.com/file/d/1EobouzY_S0L2YyMkcYWZeJkY1bBqUo9A/view?usp=drive_link">https://drive.google.com/file/d/1EobouzY_S0L2YyMkcYWZeJkY1bBqUo9A/view?usp=drive_link</a></li> <li>- With side pockets</li> <li>- With logo prints front and back</li> <li>- Durable material</li> <li>- Packaging design and lay-out by the supplier and to be approved by TPB</li> <li>- Packaging should have the message “With compliments from the Tourism Promotions Board” and TPB logo</li> <li>- For high-res copies of the logos: <a href="https://drive.google.com/drive/folders/1eNw4fQ5H666abWqLvKSwQNWlVzxSoeO0?usp=drive_link">https://drive.google.com/drive/folders/1eNw4fQ5H666abWqLvKSwQNWlVzxSoeO0?usp=drive_link</a></li> </ul>	

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

2	<b>DATE OF IMPLEMENTATION/DELIVERY</b> Thirty (30) working days from receipt of the end-user's approval at the 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300 Philippines	
3	<b>ADDITIONAL TECHNICAL/ ELIGIBILITY REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>a. Company Profile (for new bidders)</li> <li>b. SEC/DTI Registration Certificate (must be in operation for the last three (3) years)</li> <li>c. Bidder must submit sample material, and swatches based on the above specifications with the price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost, upon submission of the quotation. Failure to submit a sample will not be considered and will be disqualified.</li> <li>d. Must submit a detailed list of relevant contracts; experience in managing similar projects over the past three (3) years.</li> </ol>	
4	<b>Terms and Conditions</b> <ol style="list-style-type: none"> <li>a. Submit an actual sample of items based on the above specifications within 5 working days upon receipt of the NTP.</li> <li>b. The printing and production turnaround time is within 30 working days from receipt of the end-user's approval.</li> <li>c. The supplier must demonstrate a willingness to respond to immediate or unforeseen changes in specifications</li> </ol>	
5	<b>CONTRACT DURATION</b> The contract shall commence on the date of receipt of the Notice to Proceed (NTP) and shall remain in effect until the completion of all deliverables.	

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

**TECHNICAL SPECIFICATIONS**  
**PRINTING, PRODUCTION AND DELIVERY CORPORATE SOCIAL RESPONSIBILITY (CSR)**  
**CORPORATE GIVEAWAYS FOR THE TPB CSR PARTNERS**

**I. BACKGROUND**

Since 2015, the Corporate Planning and Business Development Department (CPBDD) has been spearheading TPB's Corporate Social Responsibility (CSR) programs. To date, a total of 34 CSR projects have been successfully implemented in various locations across the country—from Batanes to Surigao del Sur.

These accomplishments would not have been possible without the invaluable support of our CSR partners, including non-governmental organizations (NGOs), local government units (LGUs), and the Department of Tourism (DOT) regional offices in our project areas.

As a gesture of gratitude for their unwavering support and assistance throughout the planning, execution, and post-implementation phases of our CSR initiatives, the CPBDD will be providing the following tokens of appreciation to our esteemed CSR partners:

1. Laptop bag with T'nalak weave
2. Tote bag with CSR and TPB logos
3. Inabel hand towels


In view of the above, the CPBDD requires a supplier who can print, produce, and deliver the CSR tokens for its partners.


**II. OBJECTIVES**


To recognize our CSR partners' support and active involvement in our CSR efforts, the CPBDD will be extending tokens of appreciation to our esteemed partners as a symbol of our gratitude.

**III. SCOPE OF WORK**

The TPB is in need of a supplier that can print, produce, and deliver the CSR tokens, with the specifications:

ITEM	QTY	SPECIFICATIONS	BUDGET
<b>LOT 1</b>			
<b>Laptop Bag with T'nalak Weave</b> 	<b>50 pcs.</b>	<b>Size:</b> 16 in x 12 in <b>Material:</b> Parisian material with T'nalak material  <b>Other requirements:</b> <ul style="list-style-type: none"><li>- Sample Material and Designs to be approved by TPB.</li><li>- Multiple pockets</li><li>- Multiway, easy to carry</li></ul>	<b>PHP145,000.00</b>  Unit cost: PHP2,900.00

ITEM	QTY	SPECIFICATIONS	BUDGET
		<ul style="list-style-type: none"> <li>- Can easily slide into briefcase or backpack</li> <li>- Assorted weave design</li> <li>- Packaging design and layout by the supplier and to be approved by TPB</li> <li>- Packaging should have the message "With compliments from the Tourism Promotions Board" and TPB logo</li> </ul>	
<b>LOT 2</b>			
<p><b>Cacha Totebag with TPB and CSR logos print</b></p>  <p>Front      Length: 12-15 inches                  Width: 16-18 inches      Back</p>	<b>55 pcs.</b>	<p><b>Size:</b> 12-15 inches L x 16-18 inches W</p> <p><b>Material:</b> Canvas</p> <p><b>Printing Process:</b> Full color print</p> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>- Sample Material and Designs to be approved by TPB.</li> <li>- Design layout pls refer here: <a href="https://drive.google.com/file/d/1EobouzY_S0L2YyMkcYWZeJkY1bBqUo9A/view?usp=drive_link">https://drive.google.com/file/d/1EobouzY_S0L2YyMkcYWZeJkY1bBqUo9A/view?usp=drive_link</a></li> <li>- With side pockets</li> <li>- With logo prints front and back</li> <li>- Durable material</li> <li>- Packaging design and layout by the supplier and to be approved by TPB</li> <li>- Packaging should have the message "With compliments from the Tourism Promotions Board" and TPB logo</li> <li>- For high-res copies of the logos: <a href="https://drive.google.com/d">https://drive.google.com/d</a></li> </ul>	<p><b>PHP38,500.00</b></p> <p>Unit cost: PHP700.00/pc</p>

ITEM	QTY	SPECIFICATIONS	BUDGET
		<a href="https://drive.google.com/drive/folders/1eNw4fQ5H666abWqLvKSwQNWIVzxSoe00?usp=drive_link">rive/folders/1eNw4fQ5H666abWqLvKSwQNWIVzxSoe00?usp=drive link</a>	
<b>LOT 3</b>			
<b>Inabel Hand Towel</b> 	<b>55 pcs.</b>	<b>Size:</b> 12" x 25" <b>Material:</b> Inabel  <b>Other requirements:</b> <ul style="list-style-type: none"> <li>- Sample Material and Designs to be approved by TPB.</li> <li>- Packaging design and layout by the supplier and to be approved by TPB</li> <li>- Packaging should have the message "With compliments from the Tourism Promotions Board" and TPB logo</li> <li>- For high-res copies of the logos:  <a href="https://drive.google.com/drive/folders/1eNw4fQ5H666abWqLvKSwQNWIVzxSoe00?usp=drive_link">https://drive.google.com/drive/folders/1eNw4fQ5H666abWqLvKSwQNWIVzxSoe00?usp=drive link</a> </li> </ul>	<b>PHP16,500.00</b>  Unit cost: Php300.00

#### IV. DATE OF IMPLEMENTATION/DELIVERY

Lot No.	Particulars	Date of Delivery
<b>1</b>	Laptop Bag with T'nalak Weave	Thirty (30) working days from receipt of the end-user's approval
<b>2</b>	Cacha Totebag with TPB and CSR Logos Print	
<b>3</b>	Inabel Hand Towel	

Delivery at the **6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300 Philippines**



## V. ADDITIONAL TECHNICAL REQUIREMENTS

### Qualifications for Bidder

1. To participate in this bidding process, prospective bidders must have experience in managing similar projects over the past three years, they must submit a detailed list of relevant contracts.
2. Must be a Filipino-owned company legally registered under the Philippine law and must be on operation for the last three (3) years.

### Terms and Conditions

1. Bidder must submit sample material, and swatches based on the above specifications with the price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost, **upon submission of quotation**. Failure to submit a sample will not be considered and will be disqualified.
2. Submit an actual sample of items based on the above specifications within 5 working days upon receipt of the NTP.
3. The printing and production turnaround time is within 30 working days from receipt of the end-user's approval.
4. The supplier must demonstrate a willingness to respond to immediate or unforeseen changes in specifications

## VI. APPROVED BUDGET FOR CONTRACT

The total approved budget for this requirement is **TWO HUNDRED THOUSAND PESOS ONLY (PHP200,000.00)** inclusive of all applicable fees and taxes, breakdown as follows:

Lot No.	Particulars	Amount
1	Laptop Bag with T'nalak Weave	PhP145,000.00
2	Cacha Totebag with TPB and CSR Logos Print	PhP38,500.00
3	Inabel Hand Towel	PhP16,500.00
<b>TOTAL ABC</b>		<b>PhP200,000.00</b>

## VII. TERMS OF PAYMENT:

1. Willing to provide services on a 'send-bill' arrangement based on the entire actual cost.
2. Preferably, the supplier should have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, all applicable bank charges will be shouldered by the supplier.
3. Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, as long as there are no additional documentary requirements or billing concerns.

*Please send the billing statement to:*

**MARIA MARGARITA MONTEMAYOR NOGRALES**

Chief Operating Officer

Tourism Promotions Board Philippines

6<sup>th</sup> Floor, Five E-com Building, MOA Complex, Pasay City

**VIII. CONTRACT DURATION**

The contract shall commence on the date of receipt of the Notice to Proceed (NTP) and shall remain in effect until the completion of all deliverables.

**IX. PROJECT OFFICERS' CONTACT INFORMATION**

For particulars, please contact:

**THYRRISE DHENICE S. JUAN**

Project Officer

Corporate Planning and Business Development Department

Email address: [thyrrise\\_juan@tpb.gov.ph](mailto:thyrrise_juan@tpb.gov.ph)

**SHARMAINE JOY P. ABELON**

Project Officer

Corporate Planning and Business Development Department

Email address: [sharmaine\\_abelon@tpb.gov.ph](mailto:sharmaine_abelon@tpb.gov.ph)