

04 August 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025.08.224
PR No. 2025.07.044

REQUIREMENTS: **SUPPLY AND DELIVERY OF THE LTP NOTEBOOKS FOR TPB'S GIVEAWAYS**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
4,000 pieces	<p>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>LTP NOTEBOOKS</p> <p>Size:</p> <ul style="list-style-type: none"> - 14.5 x 21 cm <p>Spring:</p> <ul style="list-style-type: none"> - Silver (natural color) <p>Cover & Back cover:</p> <ul style="list-style-type: none"> - wood/bamboo <p>Leaves:</p> <ul style="list-style-type: none"> - 70 sheets (80 gsm) - cream paper <p>Printing Process:</p> <ul style="list-style-type: none"> - UV DTF (Direct-To-Film) - digital printing technique/UV-curable ink and a strong adhesive backing - Cover & Back Cover: full color (2 sides) - Leaves: offset printing (back-to-back) <p>Packaging:</p> <ul style="list-style-type: none"> - individually packed in recyclable, resealable, self-adhesive plastic bag (for MARCOM approval) <p><u>Please see Annex for the design</u></p> <p>TERMS AND CONDITIONS</p> <ol style="list-style-type: none"> 1. Layout to be supplied by TPB-Marcom 2. The bidder must be able to <u>submit an actual sample of LTP Notebook following the specifications given, together with the quotation.</u> 	PhP250.00	PhP1,000,000.00

	<p>Failure to submit/present an actual sample based on the above 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 giveaway 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 Notebook should be neatly packed in boxes, 50 pcs. per box, 10 pcs. per bundle to prevent damage and ensure easy distributions. Damaged items upon delivery must be replaced/repared by the supplier free of charge. 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 the giveaways and its packaging would be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time (if needed). 		
	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p><u>Delivery date:</u> 40 calendar days upon approval of final sample</p> <p><u>Delivery address: (to the winning bidder)</u> Tourism Promotions Board 4th Floor, Legaspi Towers 300, cor. Roxas Boulevard & Pablo Ocampo St., Manila</p>		
	<p>QUALIFICATION OF BIDDERS</p> <ol style="list-style-type: none"> Must be a Filipino-owned, operated, and legally registered tour agency/operator under Philippine laws and must have been in operation for the last three (3) years. Must have experience in managing similar projects over the past three (3) years, they must submit a detailed list of relevant contracts. 		

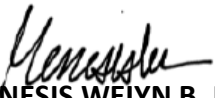
	ADDITIONAL TECHNICAL REQUIREMENTS: 1. Company Profile <i>(if new TPB supplier)</i> 2. SEC/DTI Registration Certificate 3. Accomplished Statement of Compliance with the Technical Specifications		
	LEGAL REQUIREMENTS: 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Latest Income/Business Tax Return 4. Notarized Omnibus Sworn Statement ATTACHMENTS: 1. Statement of Compliance 2. Omnibus Sworn Statement sample 3. Technical Specifications NOTE: 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days.		
Payment terms	<ul style="list-style-type: none"> Payment will be made upon confirmation of delivery completion, and receipt of all supporting payment documentation. Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB), at least 30 working days upon sending of the billing. TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier. 		
ABC	The Approved Budget for the Contract (ABC) is inclusive of all applicable fees and taxes.		PhP1,000,000.00

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 **08 August 2025, 12:00 PM**, to the address stated below, subject to the Terms and Conditions stated herein.

Bids and Awards Committee (BAC) Secretariat
Procurement Management Division
Tourism Promotions Board Philippines
6th Floor, Five E-Com Center, Harbor 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: ADA CRUZ

ANNEX – LTP NOTEBOOK



*Bamboo notebook
with direct-to-film
full-color sticker*

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF THE LTP NOTEBOOKS FOR TPB'S GIVEAWAYS

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>LTP NOTEBOOKS</p> <p>Quantity:</p> <ul style="list-style-type: none">- 4,000 pcs. / 250.00 per pc. <p>Size:</p> <ul style="list-style-type: none">- 14.5 x 21 cm <p>Spring:</p> <ul style="list-style-type: none">- Silver (natural color) <p>Cover & Back cover:</p> <ul style="list-style-type: none">- wood/bamboo <p>Leaves:</p> <ul style="list-style-type: none">- 70 sheets (80 gsm)- cream paper <p>Printing Process:</p> <ul style="list-style-type: none">- UV DTF (Direct-To-Film)- digital printing technique/UV-curable ink and a strong adhesive backing- Cover & Back Cover: full color (2 sides)- Leaves: offset printing (back-to-back) <p>Packaging:</p> <ul style="list-style-type: none">- individually packed in recyclable resealable self-adhesive plastic bag (for MARCOM approval) <p><u>Please see Annex for the design</u></p>	
2	<p>TERMS AND CONDITIONS</p> <ol style="list-style-type: none">1. Layout to be supplied by TPB-Marcom2. The bidder must be able to <u>submit an actual sample of LTP Notebook following the specifications given together with the quotation.</u> Failure to submit/present an actual sample based on the above specifications will be disqualified and will not be considered.3. TPB Philippines will approve the final sample of the giveaway and its packaging prior to production. The	

	<p>final/actual sample may be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.)</p> <p>4. LTP Notebook should be neatly packed in boxes, 50 pcs. per box, 10 pcs. per bundle to prevent damage and ensure easy distributions.</p> <p>5. Damaged items upon delivery must be replaced/repared by the supplier free of charge.</p> <p>6. 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).</p> <p>7. The Bidder's storage space should be well ventilated to ensure that the quality of the giveaways and its packaging would be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time (if needed).</p>	
3	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p><u>Delivery date:</u> 40 calendar days upon approval of final sample</p> <p><u>Delivery address: (to the winning bidder)</u> Tourism Promotions Board 4th Floor, Legaspi Towers 300, cor. Roxas Boulevard & Pablo Ocampo St., Manila</p>	
4	<p>QUALIFICATION OF BIDDERS</p> <p>A. Must be a Filipino-owned, operated, and legally registered tour agency/operator under Philippine laws and must have been in operation for the last three (3) years.</p> <p>B. Must have experience in managing similar projects over the past three (3) years, they must submit a detailed list of relevant contracts.</p>	
5	<p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <p>1. Company Profile (<i>if new TPB supplier</i>)</p> <p>2. SEC/DTI Registration Certificate</p> <p>3. Accomplished Statement of Compliance with the Technical Specifications</p>	
6	<p>LEGAL REQUIREMENTS:</p> <p>1. Mayor's/ Business Permit</p> <p>2. PhilGEPS Registration Number/ Certificate</p> <p>3. Latest Income/Business Tax Return</p> <p>4. Notarized Omnibus Sworn Statement</p> <p>ATTACHMENTS:</p> <p>1. Statement of Compliance</p> <p>2. Omnibus Sworn Statement sample</p>	

	<p>3. Technical Specifications</p> <p>NOTE:</p> <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	<p>TERMS OF PAYMENT</p> <ul style="list-style-type: none"> • Payment will be made upon confirmation of delivery completion, and receipt of all supporting payment documentation. • Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB), at least 30 working days upon sending of the billing. • TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier. 	
8	<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>	

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

ANNEX – LTP NOTEBOOKS



*Bamboo notebook
with direct-to-film
full-color sticker*

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]

SUPPLY AND DELIVERY OF THE LTP NOTEBOOK FOR TPB's GIVEAWAYS

TECHNICAL SPECIFICATIONS

I. BACKGROUND

The Tourism Promotions Board (TPB) Philippines is the marketing arm of the Department of Tourism. The agency exists to market and promote the Philippines domestically and internationally as a world-class tourism and MICE destination, in strategic partnership with private and public stakeholders to deliver a unique high-value experience for visitors, significantly contributing to increased arrivals, receipts, and investments to the country.

To ensure maximum exposure of the Philippines in the various tourism source markets of the country, the TPB engages in marketing activities using various media platforms. One of which are collateral materials that help build and strengthen the Philippines as a brand. Collateral materials make an impression and provide a competitive statement and later on win businesses. These collateral or marketing materials are considered as strategic assets of any brand.

Aligning with the thrusts of TPB, all collateral or marketing materials should be well thought of to serve its purpose and contribute to the creation of lasting memories as the recipient experience the country's diverse culture.

II. RATIONALE

Collateral/marketing materials provide a visual representation of the country, helping to keep the Philippines at the top of the minds of potential tourists, which serves as another form of "word of mouth" publicity.

In the industry we are in, having a well-thought of promotional materials that are purposeful, unique and has a story to tell, will ensure to build relationship with the recipients. It is for this reason that TPB wishes to contract with a supplier that puts quality first and meticulously go through a tedious process to ensure consistency in quality of the materials as well as its packaging.

III. OBJECTIVES

- a. To help generate recall that TPB Philippines is the marketing and promotions arm of the Philippine Department of Tourism
- b. Ensure brand recognition
- c. To share a piece of the Philippines and stimulate their minds to visit the country

IV. SCOPE OF WORK / SERVICES

LTP NOTEBOOK

Quantity: 4,000 pcs. / 250.00 per pc.

ABC: Php 1,000,000.00

Specifications

Size	:	14.5 x 21 cm
Spring	:	Silver (natural color)
Cover & Back cover	:	wood/bamboo
Leaves	:	70 sheets (80 gsm)
	:	cream paper
Printing Process	:	UV DTF (Direct-To-Film)
	:	digital printing technique/UV-curable ink and a strong adhesive backing
	:	Cover & Back Cover: full color (2 sides)
	:	Leaves: offset printing (back-to-back)
Packaging	:	individually packed in recyclable resealable self-adhesive plastic bag (for MARCOM approval)

V. TERMS AND CONDITIONS:

1. Layout to be supplied by TPB-Marcom
2. The bidder must be able to submit an actual sample of LTP Notebook following the specifications given together with the quotation. Failure to submit/present an actual sample based on the above specifications will be disqualified and will not be considered.
3. TPB Philippines will approve the final sample of the giveaway and its packaging prior to production. The final / actual sample may be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.)
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VI. BIDDER'S ELIGIBILITY REQUIREMENTS:

1. 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.
2. 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.

V. PROJECT IMPLEMENTATION SCHEDULE

Delivery Date:

40 calendar days upon approval of final sample

Delivery Address:

Tourism Promotions Board
4th Floor, Legaspi Towers 300,
cor. Roxas Boulevard & Pablo Ocampo St.,
Manila City

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **ONE MILLION PESOS (PHP 1,000,000.00)**, inclusive of all applicable taxes.

VII. TERMS OF PAYMENT

- Payment will be made upon confirmation of delivery completion, and receipt of all supporting payment documentation.
- Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB), at least 30 working days upon sending of the billing.
- TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne 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 OFFICERS CONTACT INFORMATION

Jameson B. Caranza
Tel: +63 2 8523 8960
Email: jameson_caranza@tpb.gov.ph

Shirley C. Espadero
Tel: +63 2 8523 8960
Email: shirley_espadero@tpb.gov.ph

LTP NOTEBOOK

