

5 October 2018

**REQUEST FOR QUOTATION**

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

**Quotation No. TPB-PR 2018.10.665 (2<sup>nd</sup> Posting)**

**Requirements :**           **Subscription to Union of International Associations - Yearbook International Organizations**

**Project Title :**           **Reference Materials for the Tourism Promotions Board**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
1 lot	<p>The subscription to the online database will entitle TPB to the following:</p> <ol style="list-style-type: none"> <li>1. Access to the profiles of over 75,000 international organizations from 300 countries and territories- including intergovernmental and international non-governmental organizations, particularly on the following information: <ul style="list-style-type: none"> <li>○ Organization name- the organization’s name given in all languages in which it is available.</li> <li>○ Addresses- contain the main address for correspondence, including telephone and fax numbers, and e-mail addresses when available. The address of the organization’s home page is given, if known.</li> <li>○ History- the date and location of founding (or of "establishment" in the case of intergovernmental organizations).</li> <li>○ Aims- principal objectives are summarized, wherever possible on the basis of the organization’s statutes.</li> <li>○ Structure- the key structures and commissions of the organization are enumerated, together with some indication of the frequency of their meetings and of composition of the executive body.</li> <li>○ Staff- the number of paid and voluntary staff.</li> </ul> </li> </ol>	187,920.00	<p>187,920.00</p> <p>Equivalent to:</p> <p>€2,900.00 USD3,480.00</p>

	<ul style="list-style-type: none"> <li>○ Finance- the sources of funding and the annual budget figure</li> <li>○ IGO Relations- indication if the organization has a special relationship to an intergovernmental organization (IGO).</li> <li>○ NGO Relations- indication if the organization has a special relationship to a non-governmental organization (NGO).</li> <li>○ Activities- summary of the main activities and programme concerns of each organization. Special emphasis is placed on relevant developmental activities.</li> <li>○ Events- dates and locations of previous and future periodic meetings or other events.</li> <li>○ Publications- titles of major periodical and non-periodical publications of the organization.</li> <li>○ Members- types of membership and numbers of members. This may include the list of countries represented or in which members are located, and a list of international and regional organization members, when applicable.</li> <li>○ Date- includes the date on which the most recent information has been received.</li> <li>○ Direct access to organizations' websites and contact information</li> </ul> <p>2. Access to publications and information resources supplied by international organizations and research citations.</p> <p>3. Access to statistics, visual representations of data, and historical statistical summaries and analyses on: types of organizations; countries where secretariats are located and where organizations are active; subject clustering of organizations by type; current and historical statistics on meetings activity, and more.</p> <p>4. Access to biographical details of key officers and coordinators of international organizations. Officer profiles include career information, educational background, titles of published works, participation at significant conferences, interests and field of work, honours conferred, nationality, and date and place of birth.</p> <p>Please see attached Terms of Reference for details</p>		
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Terms	30 days upon receipt of invoice
Delivery	1 January – 31 December 2019
ABC	PhP187,920.00 (Equivalent to: €2,900.00 / USD3,480.00) inclusive of service charge and all applicable taxes

Please submit your **quotation and legal documents** not later than **11 October 2018, 12:00PM**, email to [janet\\_villafranca@tpb.gov.ph](mailto:janet_villafranca@tpb.gov.ph), subject to the Terms and Conditions stated herewith and the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila, addressed to the undersigned.

Thank you very much.

**(Sgd.)**

**NILO C. ABON**

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

**Note: All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. PhilGEPS Registration Certificate
2. Business Permit Certificate
3. Income/Business Tax Return