

## Request for Quotation

17 April 2019

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

**Quotation No. TPB-PR.2019.05.417**

PR 5.042 / May 08, 2019

**Requirements : DOOR TO DOOR INTERNATIONAL AIR SHIPMENT SERVICES**

**Project: PHILIPPINE BUSINESS MISSION (PBM) JAPAN 2019**

| Quantity | Particulars  | Estimated Unit Price | Estimated Total Amount |
|----------|--|----------------------|------------------------|
| LOT      | <p><b>Door to Door International Air Shipment Services</b></p> <p>1)<br/>Consignee Name/Address:<br/>MS. MARIA LEONA DG. NEPOMOCENO<br/>Tourism Attache<br/>Philippine Department of Tourism<br/>6F Itoh Bldg., 3-6-14 Minami Honmachi<br/>Chuo-ku, Osaka Japan, 541-0054<br/>Work Phone: (816) 62512400</p> <p>2)<br/>Consignee Name/Address:<br/>MR. NIEL BALLESTEROS<br/>Tourism Attache<br/>Embassy of the Philippines<br/>Philippine Department of Tourism<br/>5-15-5, Roppongi, Minato-ku, Tokyo, Japan<br/>Work Phone: (81) (3) 5562 1583</p> <p>Shipper Name / Address:<br/>MARIA DOLORES R. APAREJADO<br/>Officer-In-Charge<br/>North Asia Division<br/>International Promotions Department</p> | P 350,000.00         | P350,000.00            |

4/F Legaspi Towers 300 Roxas Blvd., Manila  
Tel. No.: +63 (2) 525-73-20

**I. SCOPE OF WORK/DELIVERABLES:**

TPB requires the services of a shipment company that would be able to provide the following:

- Door to Door Air Freight Delivery Service
- Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and other applicable charges to be shouldered of the supplier/shipment company.
- Ensure that the goods will arrive to the shipping destination in good condition and short possible time.

PACKING LIST FOR

MS. MARIA LEONA DG. NEPOMOCENO

No. of Boxes: 2

Total Weight: 64 kgs.

Declare Total Value: US\$ 2,299.84

**DETAILS OF DESCRIPTION:**

Box 1: 28 kgs./ 33cmX50cmX53cm

| Quantity | Item | Unit Amount | Total Amount |
|----------|------|-------------|--------------|
|----------|------|-------------|--------------|

|          |                    |  |  |
|----------|--------------------|--|--|
| 100 pcs. | Corporate Tote Bag |  |  |
|----------|--------------------|--|--|

|  |  |          |            |
|--|--|----------|------------|
|  |  | USD 7.45 | USD 745.00 |
|--|--|----------|------------|

Box 2: 36 kgs./ 51cm X51cm X 51cm

| Quantity | Item | Unit Amount | Total Amount |
|----------|------|-------------|--------------|
|----------|------|-------------|--------------|

|          |                     |  |  |
|----------|---------------------|--|--|
| 100 set. | Handwoven Placemats |  |  |
|----------|---------------------|--|--|

|  |  |           |              |
|--|--|-----------|--------------|
|  |  | USD 15.09 | USD 1,509.00 |
|--|--|-----------|--------------|

|       |   |  |  |
|-------|---|--|--|
| 3 pcs | Leather notebook cover with notebook insert |  |  |
|-------|---|--|--|

|  |  |           |           |
|--|--|-----------|-----------|
|  |  | USD 15.28 | USD 45.84 |
|--|--|-----------|-----------|

PACKING LIST FOR

MR. NIEL BALLESTEROS

No. of Boxes: 7

Total Weight: 196 kgs.

Declare Total Value: US\$ 6,129.74

Box 1: 28 kgs. / 33cm X50cm X 53cm

| Quantity | Item | Unit Amount | Total Amount |
|----------|------|-------------|--------------|
|----------|------|-------------|--------------|

|          |                    |  |  |
|----------|--------------------|--|--|
| 100 pcs. | Corporate tote bag |  |  |
|----------|--------------------|--|--|

|  |  |          |            |
|--|--|----------|------------|
|  |  | USD 7.45 | USD 745.00 |
|--|--|----------|------------|

|  |  |  |
|--|--|--|
| <p>Box 2: 28 kgs. / 33cm X50cm X 53cm</p> <p>Quantity Item Unit Amount Total Amount</p> <p>100 pcs. Corporate tote bag</p> <p style="text-align: right;">USD 7.45 USD 745.00</p>   |  |  |
| <p>Box 3: 28 kgs. / 33cm X50cm X 53 cm</p> <p>Quantity Item Unit Amount Total Amount</p> <p>100 pcs. Corporate tote bag</p> <p style="text-align: right;">USD 7.45 USD 745.00</p>  |  |  |
| <p>Box 4: 30 kgs. /50cm X 50cm X 50cm</p> <p>Quantity Item Unit Amount Total Amount</p> <p>62 sets placemats</p> <p style="text-align: right;">USD 15.09 USD 935.58</p> <p>2 pcs Leather notebook cover with notebook insert</p> <p style="text-align: right;">USD 15.28 USD 30.56</p> |  |  |
| <p>Box 5: 30 kgs. /50cm X 50cm X 50cm</p> <p>Quantity Item Unit Amount Total Amount</p> <p>62 sets placemats</p> <p style="text-align: right;">USD 15.09 USD 935.58</p> <p>2 pcs Leather notebook cover with notebook insert</p> <p style="text-align: right;">USD 15.28 USD 30.56</p> |  |  |
| <p>Box 6: 30 kgs. /50cm X 50cm X 50cm</p> <p>Quantity Item Unit Amount Total Amount</p> <p>63 sets placemats</p> <p style="text-align: right;">USD 15.09 USD 950.67</p> <p>2 pcs Leather notebook cover with notebook insert</p> <p style="text-align: right;">USD 15.28 USD 30.56</p> |  |  |
| <p>Box 7: 22 kgs. /50cm X 50cm X 50cm</p> <p>Quantity Item Unit Amount Total Amount</p> <p>63 sets placemats</p> <p style="text-align: right;">USD 15.09 USD 950.67</p> <p>2 pcs Leather notebook cover with notebook insert</p> <p style="text-align: right;">USD 15.28 USD 30.56</p> |  |  |

|       |  |  |  |
|-------|--|--|--|
|       | <p>Note:<br/>Do not Send your bid quotation with incomplete Legal Documents:</p> <ol style="list-style-type: none"> <li>1. SEC/DTI Registration Certificate</li> <li>2. Updated Mayor's Permit/License</li> <li>3. BIR Registration / TIN</li> <li>4. Company Profile/Reference</li> <li>5. PhilGEPs Certificate with valid date</li> <li>6. Notarized Omnibus Sworn Statement</li> <li>7. Signing Authority <ol style="list-style-type: none"> <li>a) Special Power of Attorney if DTI</li> <li>b) Secretary's Certificate if SEC</li> </ol> </li> <li>8. Income Tax Return</li> </ol> <p>Indicate in your quotation the shortest transit time.</p> |  |  |
| Terms | 30 days upon receipt of invoice  |  |  |
| ABC   | <b>Php350,000.00</b> inclusive of all applicable taxes   |  |  |

Please submit your quotation and legal documents not later than **23 MAY 2019, 5:00 P.M** thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) or thru fax no. 02 526-5971, subject to the Terms and Conditions attached herewith, stating 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.

Please address your quotation to the undersigned.

Thank you very much.

**NILO C. ABON**

Officer – In – Charge  
Procurement and General Services Division

Contact Person **SOCRATES G. TORRES**  
Contact No 525-93-18 loc. 246  
soc\_torres@tpb.gov.ph

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

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

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

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement
7. Income Tax Return