

## Request for Quotation

04 June 2019

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

**Quotation No. TPB-PR.2019.06.530**

PR 5.115 / May 22, 2019

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

**Project: THE MEETING SHOW AND MICE SALES CALLS TO PROFESSIONAL ASSOCIATION IN LONDON**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p><b>Door to Door International Air Shipment Services</b></p> <p><b>Consignee Name/Address:</b>  <b>Mr. Gerard o. Panga</b>  <b>Tourism Attache</b>  <b>Embassy of the Philippines</b>  <b>Philippine Department of Tourism</b>  <b>2nd Floor 10 Suffolk Street,</b>  <b>London SW1Y 4HG United Kingdom</b>  <b>Work Phone: (44} (207} 3210668</b>  <b>Fax Number: (44} (207) 925 2920</b>  <b>Email: gerry@itsmorefuninthephilippines.co.uk</b></p> <p><b>Shipper Name / Address:</b>  <b>Teresita DL Landan</b>  <b>Tourism Promotions Board (TPB) Philippines</b>  <b>MICE Department</b>  <b>Roxas Boulevard corner</b>  <b>Pablo Ocampo, Sr. Street</b>  <b>Malate, Manila 1004 Philippines</b>  <b>Work Phone: +63 2 525 6110   525 9318</b></p>	Php39,851.80	Php39,851.80

**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**

No. of Boxes: 2

Total Weight: 50 kgs.

Declare Total Value: US\$ 1,634.50

**DETAILS OF DESCRIPTION:**

**Box 1: 25 kgs./ 52cmX52cmX52cm**

Quantity	Item	Unit	Amount	Total Amount
30 pcs.	MICE Brochure	USD2.00		USD60.00
20 pcs.	Philippine Brochure	USD0.12		USD2.40
160 pcs.	Destination Brochure		USD0.63	USD100.80
3 pcs.	Coffee Table Book	USD24.00		USD72.00
30 pcs.	Destination Bag	USD4.42		USD110.50
30 pcs.	Passport Organizer	USD14.66		USD439.80
50 pcs.	Bamboo Ball Pen	USD0.79		USD39.50
15 pcs.	Business Card Holder	USD6.40		USD96.00

**Box 2: 25 kgs./52cm X52cm X 52cm**

Quantity	Item	Unit	Amount	Total Amount
30 pcs.	MICE Brochure	USD2.00		USD 60.00
20 pcs.	Philippine Brochure	USD 0.12		USD 2.40
160 pcs.	Destination Brochure		USD 0.63	USD 100.80
30 pcs.	Destination Bag	USD 4.42		USD 110.50
30 pcs.	Passport Organizer		USD 14.66	USD 439.80

Note:

DO NOT SUBMIT your bid quotation with incomplete legal documents.

Legal Documents:

1. SEC/DTI Registration Certificate



	2. 2019 Mayor's Permit/License 3. BIR Registration / TIN 4. Company Profile/Reference 5. PhilGEPs Certificate with Valid date 6. Notarized Omnibus Sworn Statement (Notarized with the same date of your bid quotation) 7. Income Tax Return 8. Notarized Authority of the Signatory (Notarized with same date of your bid quotation) Secretary's Certificate if SEC or Special Power of Attorney if DTI  INCOMPLETE ATTACHMENT OF LEGAL DOCUMENTS IS NOT ELIGIBLE TO PARTICIPATE IN THE BIDDING  Address your quotation to Mr. Nilo C. Abon, OIC Procurement and General Services Div. Please indicate in your quotation the shortest transit time.		
Terms	30 days upon receipt of invoice		
ABC	<b>Php39,851.80</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **10 JUNE 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