

Request for Quotation

11 June 2019

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

Quotation No. TPB-PR.2019.06.547

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

Please submit your quotation and legal documents not later than **17 JUNE 2019, 5:00 P.M** thru email at 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