

## Request for Quotation

25 June 2019

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

**Quotation No. TPB-PR.2019.07.629**

PR 7.088 / 7/10/209

**Requirements :**           **DOMESTIC AIR SHIPMENT SERVICES**

**Project:**                   **5<sup>th</sup> REGIONAL TRAVEL FAIR, CAGAYAN DE ORO CITY**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p><b>Door to Door Domestic Air Shipment Services</b></p> <p><b>Consignee Name/Address:</b> SEDA CENTRIO HOTEL Ms. CAROL V. VALDEZ, CHSP, CGSP, MM   Director of Sales C.M. Recto cor. Corrales Avenue, Cagayan de Oro City, 9000, Philippines T: +6388 323 8888   M: +63 917 838 6134   F: +6388 323 8891   E: <a href="mailto:valdez.carol@sedahotels.co">valdez.carol@sedahotels.co</a></p> <p><b>Shipper Name / Address:</b> Ms. NERISSA DEL FIERRO-JUAN Officer-In-Charge Domestic Promotions Department 4/F Legaspi Towers 300 Roxas Blvd., Manila Tel. No.: +63 (2) 525-73-20</p> <p><b>I. SCOPE OF WORK/DELIVERABLES:</b></p> <p>TPB requires the services of a shipment company that would be able to provide the following:</p> <ul style="list-style-type: none"> <li>• Door to Door Air Freight Delivery Service</li> </ul>	Php80,000.00	Php80,000.00

- Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and other applicable charges to be shouldered by the supplier/shipment company.

Ensure that the goods will arrive to the shipping destination in good condition.

#### PACKING LIST

Box No.	Items	No. of Pcs.	Unit Cost	Total Cost
Box No. 1 45cmx45cmx51cm 20 Kgs	Omnibus primer	200	8.50	1,700.00
	Regional Brochure	320	50.00	16,000.00
	TPB Ballpen	250	23.00	5,750.00
	Ballpen holder	250	65.00	16,250.00
Box No. 2-3 45cmx45cmx51cm 20 Kgs/box	Cacha bags	100	45.00	4,500.00
	Foldable Bag	100	282.00	28,200.00
Box No. 4-20 45cmx45cmx51cm 20 Kgs/box	TPB Notebook	100	100.00	10,000.00
	Region Travel Fair T-shirt	300	218.00	65,400.00
	ID Jacket	250	120.00	30,000.00
	Party hats	300	16.00	4,800.00
	Luggage tags	250	23.50	5,875.00
	Its more Fun T-shirt Black (Silver)	50	161.75	8,087.50
	Appointment Diary	130	400.00	52,000.00
	<b>TOTAL DECLARE VALUE (Php)</b>			<b>248,562.50</b>

Please indicate in your quotation the shortest transit time.

	<p>Note: DO NOT SUBMIT your bid quotation with incomplete legal documents.</p> <p>Legal Documents:</p> <ol style="list-style-type: none"> <li>1. SEC/DTI Registration Certificate</li> <li>2. 2019 Mayor's Permit/License</li> <li>3. BIR Registration / TIN / Form 2303</li> <li>4. Company Profile/Reference</li> <li>5. PhilGEPs Certificate with Valid date</li> <li>6. Notarized Omnibus Sworn Statement (Notarized with the same date of your bid quotation)</li> <li>7. Income Tax Return</li> <li>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</li> </ol> <p>INCOMPLETE ATTACHMENT OF LEGAL DOCUMENTS IS NOT ELIGIBLE TO PARTICIPATE IN THE BIDDING</p> <p>Address your quotation to Mr. Nilo C. Abon, OIC Procurement and General Services Div.</p>		
Terms	30 days upon receipt of invoice		
ABC	<b>Php80,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **29 July 2019, 5:00 PM** 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