

Request for Quotation

24 January 2020

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

Quotation No. TPB-PR.2020.01.029

PR 1.043 / 20 Jan. 2020

Requirements : DOOR TO DOOR DOMESTIC COURIER SERVICES

Project: DISTRIBUTION OF DESK CALENDAR/PLANNERS TO TPB'S PARTNER INDUSTRIES

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>Door to Door Domestic Courier Services</p> <p>Consignee Name/Address: Please see attached Various Consignee</p> <p>Shipper Name / Address: Tourism Promotions Board 4th Floor Legaspi Towers 300 Roxas Blvd., Manila Tel. No.: 02-8 525 93 18</p> <p>I. SCOPE OF WORK/DELIVERABLES: TPB requires the services of a shipment company that would be able to provide the following:</p> <ul style="list-style-type: none"> • 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/company. • Charge should be based on actual weight or dimension • Ensure that the goods will arrive to the shipping destination in good condition and short possible time. 	Php30,000.00	Php30,000.00

PACKING LIST

Items: Desk Calendar and Planners

No. of Pouch: Pls. see attached Consignee

Masterlist

Total Weight: Pls. see attached Consignee

Masterlist

SUMMARY:

- 1) Pasig City
675 G 2 pcs
1 KG 5 pcs
1.675 KG 1pc
2.35 KG 1pc
- 2) QUEZON CITY
675 G 1pc
1KG 4 pcs
1.35 KG 4 pcs
1.675 KG 1pcs
2 KG 1pc
2.35 KG 1pc
2.7 KG 1pc
- 3) MUNTINLUPA CITY
1.35 KG 1pc
- 4) CALOOCAN CITY
1KG 1pc
- 5) CEBU CITY
1KG 3 pcs
2 KG 1pc
2.025 KG 1pc
- 6) DAVAO CITY
1KG 4 pcs
1.675 KG 1 pc
2 KG 1 pc
- 7) BACOLOD CITY
1.35 KG 1 pc
2 KG 1 pc
- 8) CAGAYAN DE ORO CITY
1.675 KG 1 pc
- 9) BOARACAY
1KG 1pc
1.35 KG 1pc
2 KG 1pc
- 10) CLARK
1KG 2 pc
1.675 KG 1 pc
- 11) LAGUNA
1KG 1 pc

	<p>12) BAGUIO 1KG 1 pc</p> <p>Note: DO NOT SUBMIT your bid quotation with incomplete legal documents. Legal Documents: 1. SEC/DTI Registration Certificate 2. 2020 Mayor's Permit/License 3. BIR Registration / TIN / Form 2303 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. 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 Ms. Eloisa A. Romero, Head, Procurement and General Services Div. Please indicate in your quotation the shortest transit time.</p>		
Terms	30 days upon receipt of invoice		
ABC	Php30,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **30 JANUARY 2020, 10:00 A.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.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

TOURISM PROMOTIONS BOARD PHILIPPINES

4F, Legaspi Towers 300, Roxas Blvd., corner P. Ocampo St., Malate, Manila 1004 Philippines

Tel: +63 2 525.9318 to 27 • Fax: +63 2 521.6165 / 525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph



Contact No

525-93-18 loc. 266
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. 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