

Request for Quotation

27 February 2020

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

Quotation No. TPB-PR.2020.02.094

PR 2.080 DOMESTIC DEPT. / 24 Feb. 2020

Requirements : DOOR TO DOOR DOMESTIC COURIER SERVICES

Project: TPB MEMBERSHIP PROGRAM

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>Door to Door Domestic Courier Services</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. <p>PACKING LIST Items: Brochure No. of Pouches: 4 Total Weight: 51 kgs.</p>	Php5,400.00	Php5,400.00

	<p>Destinations:</p> <p>Cebu – 2 Consignee / 4 kgs. & 41 kgs.</p> <p>Palawan – 1 Consignee/ 3 kgs.</p> <p>Batanes – 1 Consignee / 3 kgs.</p> <p>Please see attached masterlist</p> <p>Note:</p> <p>DO NOT SUBMIT your bid quotation with incomplete legal documents.</p> <p>Legal Documents:</p> <ol style="list-style-type: none"> 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) <p style="padding-left: 40px;">Secretary's Certificate if SEC or Special Power of Attorney if DTI</p> <p>INCOMPLETE ATTACHMENT OF LEGAL DOCUMENTS IS NOT ELIGIBLE TO PARTICIPATE IN THE BIDDING</p> <p>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	Php5,400.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **04 March 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

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