

Request for Quotation

25 August 2020

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

Quotation No. TPB-PR.2020.08.241

PR No. 8.004 / MARCOM

Requirements : PACKAGING AND COURIER OF HEALTH AND SAFETY PROTOCOLS
POSTERS TO DEPARTMENT OF TOURISM REGIONAL OFFICES

Project Title : HEALTH AND SAFETY PROTOCOLS POSTER

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>COMPLETE PACKAGING AND DOOR TO DOOR COURIER OF HEALTH AND SAFETY PROTOCOLS POSTER TO DEPARTMENT OF TOURISM REGIONAL OFFICES.</p> <p>Item: Health and Safety Protocols Poster Box/set : 18" x 18" x 24"(h) - with maximum 15 kgs/bx or 80-100 rolls of posters</p> <p>CONSIGNEES/REGION</p> <p>1) Codillera Administrative Region CAR Sets of Poster 278 Number of Boxes: 3 Estimated weight: 45 kgs</p> <p>2) National Capital Region NCR Sets of Poster 1,208 Number of Boxes: 12 Estimated weight: 180 kgs</p> <p>3) North Luzon Region REGION 1 Sets of Poster 1,516 Number of Boxes: 15 Estimated weight: 225 kgs</p>		667,500.00

	<p>4) Cagayan Region REGION 2 Sets of Poster 334 Number of Boxes: 3 Estimated weight: 45 kgs</p> <p>5) Central Luzon Region REGION 3 Sets of Poster 1,282 Number of Boxes: 13 Estimated weight: 195 kgs</p> <p>6) CALABARZON REGION 4-A Sets of Poster 1,183 Number of Boxes: 12 Estimated weight: 180 kgs</p> <p>7) MIMAROPA REGION 4-B Sets of Poster 390 Number of Boxes: 4 Estimated weight: 60 kgs</p> <p>8) Bicol Region REGION 5 Sets of Poster 546 Number of Boxes: 6 Estimated weight: 90 kgs</p> <p>9) Western Visayas Region REGION 6 Sets of Poster 898 Number of Boxes: 9 Estimated weight: 135 kgs</p> <p>10) Central Visayas Region REGION 7 Sets of Poster 706 Number of Boxes: 7 Estimated weight: 105 kgs</p> <p>11) Eastern Visayas Region REGION 8 Sets of Poster 350 Number of Boxes: 4 Estimated weight: 60 kgs</p> <p>12) Zamboanga Peninsula Region REGION 9 Sets of Poster 192 Number of Boxes: 2 Estimated weight: 30 kgs</p> <p>13) Northern Mindanao Region REGION 10 Sets of Poster 420 Number of Boxes: 5 Estimated weight: 75 kgs</p>		
--	--	--	--

14) Southern Mindanao Region REGION 11
 Sets of Poster 592
 Number of Boxes: 6
 Estimated weight: 90 kgs

15) South Central Mindanao Region REGION 12
 Sets of Poster 316
 Number of Boxes: 3
 Estimated weight: 45 kgs

16) CARAGA Region REGION 13
 Sets of Poster 276
 Number of Boxes:3
 Estimated weight: 45 kgs

ANNEX "1" (Form of Annex 1 attached)

TECHNICAL SPECIFICATIONS	Statement of Compliance Bidders must state here either "Comply" or "Not Comply"
Door to door delivery	
Items : Posters - 3,500 kgs.-Approximate, (15,000 rolls of posters)	
Box/set: : 18" x 18" x 24"(h) - with maximum 15 kgs/bx or 80-100 rolls of posters	
Recipients: : 16 offices - DOT Regional Offices (Luzon - Mindanao)	
Please submit delivery timelines during submission of bid.	
Interested suppliers must have no undesirable records	
All printed posters (set of 2 posters rolled in a box) will be picked up by the winning Service Provider from TPB's printing supplier, then will be dropped at TPB premises for quantity and quality inspection prior of door to door courier services to different DOT Regional Offices.	
Delivery Receipts will be received by PGSD upon inspection.	
The winning service provider will assign a contact person who is available 24/7 to call when unforeseen problems are encountered once P.O./NTP is served	

	Billing will be based on the actual kgs and destinations.		
	The service provider will do the repacking of printed posters in a box based on the exact quantity of rolled posters to be couriered per Regional offices.		
	All necessary labels and materials (consignee/recipients/address, tel..etc) should be provided by the winning service provider		
	Ensure that the item are properly package and delivered in good conditions when arrived to consignee		
	Provide cost quotation per box/weight and per destinations		
	TPB will only charge on actual delivered item base on actual weight		
	I hereby certify to comply and deliver all of the above requirements.		
	_____	_____	_____
	Name of Company	Signature over Printed Name of the authorized representative	Date
Terms	30 days upon receipt of invoice		
ABC	Php 667,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **31 August 2020, 10:00 A.M** thru email at soc_torres@tpb.gov.ph or thru fax no. 02 8526-5971, 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.

(sgd)
ELOISA A. ROMERO
Head, Procurement and General Services Division

Contact Person **SOCRATES G. TORRES**
Contact No 8525-93-18 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. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement
7. Income Tax Returned
8. Secretary's Certificate or Special Power of Attorney