

Request for Quotation

14 September 2020

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

Quotation No. TPB-PR.2020.09.276

PR No. 9.018 / IPD

Requirements : COMPLETE PACKAGING AND DOOR TO DOOR SHIPMENT
OF TOKENS AND PRIZES

Project Title : PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2020

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>COMPLETE PACKAGING AND SHIPMENT OF TOKENS AND PRIZES IN CONNECTION WITH PHITEX 2020 PROJECT.</p> <p>The token gift/prize box must contain the following:</p> <p>1) Headset DIMENSIONS Speaker Diameter: 30mm -Gross weight: 109 g -Net Weight: 120g -Dimensions: 16.5cm x 7 x 15.5 cm</p> <p>2) Ring Light DIMENSIONS Dimmable LED Ring Light 26cm With Tripod -18 Watts -Daylight and Warm White -26 cm or 10 in - Diameter -With Tripod -Black -Three Gears of Light Adjustment.</p>		90,000.00

	<p>-Environmentally Friendly Soft Rubber, ABS Aluminum Alloy All Hose</p> <p>-Working Temperature: Less than 45'c, Safe To Touch</p> <p>-Connector: USB Type</p> <p>3) Laptop Stand</p> <p>DIMENSIONS</p> <p>Size: 250mm x 185mm</p> <p>- Height Adjustment: 86.8mm~131.6mm</p> <p>- Load-Bearing Weight: 20kg</p> <p>Note: Supplying/purchasing of the above items is not included in the requirements of this Terms of Reference but only the packaging, materials and door to door delivery to the recipient.</p> <p>PACKAGING REQUIREMENTS PER SET</p> <ul style="list-style-type: none"> • Target Packaging Date of the Items: The complete set of giveaways must be packaged, available to ship and inspected on or before 19 September 2020 for the overseas recipients and 28 September 2020 for the domestic recipients. <i>(Dates are subject to change)</i> • Packaging Requirements: <ul style="list-style-type: none"> ○ Gift Box size: 12 x 14 x 3.5 in. (Should fit all 3 items) ○ Must include the brand of Virtual PHITEX 2020 <i>(layout to be provided by TPB)</i> ○ Must be neatly and carefully sealed with a string that complements the box and tagged with a Virtual PHITEX 2020 Welcome / Compliments Card <i>(layout to be approved by TPB)</i> ○ Must be made of high-quality, eco-friendly and sustainable materials ○ Every item must be grouped and labelled accordingly. 		
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- Must be neatly and carefully sealed.
- Every delivery must bear the FRAGILE Sticker/s (c/o supplier).

RECIPIENTS / CONSIGNEES

The following are the locations of the consignees:

- **Five (5) Overseas Consignees with the following country destinations:**
 - Telaviv, Israel
 - Jakarta, Indonesia
 - Mumbai, India
 - Londo, UK
 - Los Angeles, United States
- **40 winners of the activities of Virtual PHITEX 2020 with the following possible locations:**

Destination	No. of Participants
○ Manila	73
○ Boracay	16
○ Bohol	13
○ Cebu	18
○ Palawan	9
○ Davao	5
○ Baguio	4
○ Iloilo	4
○ Batangas	4
○ Zamboanga	3
○ Ilocos Sur	2
○ Pampanga	2
○ Rizal	2
○ Masbate	1
○ Camarines Sur	1
○ Cagayan de Oro	1
○ Albay	1
○ Samar	1
○ Batanes	1
○ Laguna	1
○ La Union	1
○ Zambales	1

	<p>(Final list and complete addresses of the winners of the activities will be provided on 24 September 2020.)</p> <p>DELIVERY / SHIPMENT REQUIREMENTS</p> <p><i>Delivery to intended recipients requirements</i></p> <ul style="list-style-type: none"> • TPB will provide the complete list of the overseas recipients before the event and must be delivered on 24 September 2020. • TPB will provide the supplier the complete list of domestic recipients with contact details after the event. • The supplier must be able to deliver or facilitate the safe delivery of the giveaways to the intended recipients locally (within the Philippines) before 02 October 2020. • Actual address of the recipients will be provided to the winning bidder. Winning bidder is expected to ensure the privacy of the addresses and to be used only for the purpose of delivering/shipping of the conference giveaways. • The supplier must submit to TPB the proof of delivery to all recipients by 07 October 2020. <p><i>(Dates are subject to change)</i></p> <p>SCOPE OF WORKS/DELIVERABLES FOR SHIPMENT:</p> <p>TPB requires the services of a shipment company that would be able to provide the following:</p> <ol style="list-style-type: none"> 1) Door to door Air Freight Delivery Service 2) Duties and taxes, destination clearance , export declaration, enhanced liabilities, priority services, fuel surcharge, and other applicable charges is shouldered of the 		
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	bidder/supplier company 3) Charges should be based on actual weight or dimension 4) Ensure that the goods will received by the consignee in good condition and a short possible time		
Terms	30 days upon receipt of invoice		
ABC	Php 90,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **18 September 2020, 12:00 Noon** 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
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