

### Request for Quotation

28 September 2020

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

Quotation No. TPB-PR.2020.09.298  
PR No. 9.030 / IPD North Asia Division

Requirements : COMPLETE PACKAGING AND DOOR TO DOOR COURIER SERVICE

Project Title : DELIVERY OF SELLER KITS FOR VIRTUAL PHITEX 2020

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>COMPLETE PACKAGING AND DOOR TO DOOR COURIER OF SELLERS KITS.</p> <p><b>Item for each consignee:</b>  <b>1 box (1 pc. Notebook, 1 pc. Gel Pen, 1 pc. Anello bag or Laptop bag)</b>  <b>Size: 51 cm X 30cm X 8cm</b>  <b>Weight: 1.5 Kgs.</b></p> <p>CONSIGNEES/REGION</p> <p><b>Luzon/NCR</b>            1) Metro Manila            168 Consignees</p> <p>2) Palawan            10 Consignee in the City Proper            2 Consignee outside City Proper</p> <p>3) Masbate            1 Consignee in the City Proper</p> <p>4) Pampanga            4 Consignees in the City Proper</p>		262,500.00

	<p>5) Benguet/Baguio 6 Consignees in the City Proper</p> <p>6) Ilocos Sur 3 Consignees in the City Proper</p> <p>7) Cavite 5 Consignee in the City Proper</p> <p>8) Batangas 6 Consignees in the City Proper</p> <p>9) Camsur 1 Consignee in the City Proper</p> <p>10) Batanes 1 Consignee in the City Proper</p> <p>11) Pangasinan 2 Consignees outside City Proper</p> <p>12) Zambales 3 Cosignees in the City Proper</p> <p><b>Visayas</b></p> <p>1) Bohol 20 Consignees in the City Proper 5 Consignees outside City Proper</p> <p>2) Cebu 31 Consignees in the City Proper</p> <p>3) Aklan 28 Consignees in the City Proper</p> <p>4) Iloilo 9 Consignees in the City Proper</p> <p>5) Samar 2 Consignees in the City Proper</p> <p><b>Mindanao</b></p>		
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- 1) Zamboanga  
3 Consignee in the City Proper
- 2) Davao  
7 Consignees in the City Proper
- 3) Cagayan De Oro  
2 Consignees in the City Proper

**ANNEX "1" (Form of Annex 1 attached)**

<b>TECHNICAL SPECIFICATIONS</b>	<b>Statement of Compliance</b> Bidders must state here either "Comply" or "Not Comply"
Items will be pick up at TPB office for Complete Packaging and label	
All necessary labels and materials (consignee/recipients/address, tel..etc) should be provided by the winning service provider	
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.	
Submit delivery timelines during submission of bid.	
The winning service provider will assign a contact person to monitored the delivery of item	
Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient immediately after the delivery of item	
Ensure that the item are properly package and delivered in good conditions when arrived to consignee in the shortest possible time	
Provide cost quotation per box/weight and per destinations	
TPB will only charge on actual delivered item base on actual weight or dimension.	

I hereby certify to comply and deliver all of the above requirements.

	<p>_____</p> <p>Name of Company</p> <p>_____</p> <p>Signature over Printed Name of the authorized representative</p> <p>_____</p> <p>Date</p>		
Terms	30 days upon receipt of invoice		
ABC	Php <b>262,500.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **01 October 2020, 5:00 P.M.** thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) , 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 for representative