

Request for Quotation

30 September 2020

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

Quotation No. TPB-PR.2020.09.304

PR No. 9.045 / Domestic Promotion

Requirements : COMPLETE PACKAGING AND DOOR TO DOOR COURIER SERVICE

Project Title : DELIVERY OF MEMBERSHIP KITS TO TPB MEMBERS

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>COMPLETE PACKAGING AND DOOR TO DOOR COURIER OF TPB MEMBERSHIP KITS</p> <p>Item for each consignee:</p> <p>KIT A :</p> <p>1 luggage, 1 luggage tag, 1 passport holder, 1 corporate jacket, 1 TPB notebook, 3 coffee table books, Membership Certificate Weight: 9 kgs. Dimension: 57 x 25 x 38 cm</p> <p>KIT B:</p> <p>1 TPB notebook, 3 coffee table books, Membership Certificate Weight: 4 kgs. Dimension: 12 inches x 3 inches x 17 inches (LWH)</p> <p>CONSIGNEES FOR KIT A</p> <ol style="list-style-type: none"> 1) METRO MANILA – 55 Consignees 2) Luzon – 13 Consignees 3) Visayas – 21 Consignees 4) Mindanao – 6 Consignees 		249,150.00

CONSIGNEES FOR KIT B

- 1) METRO MANILA – 54 Consignees
- 2) Luzon – 30 Consignees
- 3) Visayas – 22 Consignees
- 4) Mindanao – 4 Consignees

ANNEX “1” (Form of Annex 1 attached)

TECHNICAL SPECIFICATIONS	Statement of Compliance Bidders must state here either “Comply” or “Not Comply”
Items will be pick up at TPB office for Complete Packaging and label for Kit A and Kit B	
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	
Supplier will pay insured amount to TPB in case of lost or damages.	
Shortest time on delivery to consignee is not more 14 calendar days/ 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 and should not be over the Contract Amount.	
Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and other applicable charges to be shouldered of the supplier/company.	

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 249,150.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **06 October 2020, 12:00 Noon** thru email at 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.

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. PhilGEPs Registration Certificate
2. SEC/DTI Registration Certificate
3. Mayor's Permit/License (valid)
4. BIR Registration / TIN
5. Income Tax Return
6. Notarized Omnibus Sworn Statement
7. Secretary's Certificate or Special Power of Attorney for Company's Representative
8. Company Profile/References