

Request for Quotation

19 October 2020

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

Quotation No. TPB-PR.2020.10.335

PR No. 9.018 / IPD

Requirements : CUSTOMIZED PACKAGING PRODUCTION FOR THE PRIZES AND TOKENS WITH SHIPPING TO DELEGATES, SPEAKERS AND VIP's OF THE VIRTUAL PHITEX 2020.

Project Title : PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2020

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>CUSTOMIZED PACKAGING PRODUCTION FOR THE PRIZES AND TOKENS WITH SHIPPING TO DELEGATES, SPEAKERS AND VIP's OF THE VIRTUAL PHITEX 2020.</p> <p style="text-align: center;">TECHNICAL SPECIFICATIONS</p> <p>I. BACKGROUND PHITEX is the biggest government-organized travel trade event in the country first held in 1996. Patterned after the ASEAN Tourism Forum, this event hosts qualified international buyer delegates worldwide to participate in table-top business appointments with accredited Philippine tourism suppliers. Invited foreign participants are also given a chance to experience what the country can offer as a tourism destination during pre and post tours featuring key Philippine attractions and destinations.</p> <p>For the first time, TPB shall host PHITEX Virtual Edition. This online exhibition shall provide an opportunity to experience innovative ways of developing new business connections and update global buyers with the latest</p>		90,000.00

Philippine tourism offerings. Also, it can maximize trackability where every registration, login, click, download and share, and other event tracking functionality has become easier than ever.

As we uphold PHITEX's legacy of providing exceptional experience for conference delegates, TPB is providing a set of tokens and prizes for the VIPS, Speaker, Facilitators and Top Seller Awardees.

Thus, TPB is in need of a supplier that will produce the packaging, deliver and ship said conference giveaways.

II. SHIPMENT / DELIVERY / PACKAGING REQUIREMENTS

A. PACKAGE DETAILS

A total of **50 Packaging token gift/prize box** must contain the following:

ITEM	DIMENSIONS
Headset	<ul style="list-style-type: none"> -Speaker Diameter: 30mm -Gross weight: 109 g -Net Weight: 120g -Dimensions: 16.5cm x 7 x 15.5 cm
Ring Light	<ul style="list-style-type: none"> -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. -Environmentally Friendly Soft Rubber, ABS Aluminum Alloy All Hose -Working Temperature: Less than 45'c, Safe To Touch -Connector: USB Type
Laptop Stand	<ul style="list-style-type: none"> - Size: 250mm x 185mm - Height Adjustment: 86.8mm~131.6mm - Load-Bearing Weight: 20kg

*** Supplying/purchasing of the above items is not included in the requirements of this Terms of Reference but only the production of the packaging and delivery to the recipient.**

* A total of **50 sets of packaging** is required.

B. PACKAGING REQUIREMENTS PER SET

- Target Packaging Date of the Items: The complete set of giveaways must be packaged, available to ship and inspected on or before **03 November 2020**.
(Date is subject to change.)
- Packaging Requirements:
 - Gift Box size: 12 x 14 x 3.5 in. (Should fit all 3 items mentioned above)
 - Must include the brand of Virtual PHITEX 2020 *(see layout below)*
 - Must be neatly and carefully sealed and tagged with a Virtual PHITEX 2020 Welcome / Compliments Card inside.
 - Must be made of high-quality, eco-friendly and sustainable materials
 - Every item must be grouped and labelled accordingly.
 - Must be neatly and carefully sealed.
 - Every delivery must bear the FRAGILE Sticker/s (c/o supplier).
- Production of customized packaging and printing of compliments cards (see layout below):
 - Gift Box

L x W x H
27 x 10.75 x 4.75"
E-flute



Compliments card size: 148 × 210 mm

C. RECIPIENTS / CONSIGNEES OF THE PACKAGE

A total of 35 (Thirty-Five) deliveries with the following locations:

- **Six (6)** Webinar Speaker Consignees with the following delivery destinations:
 - One (1) Consignee - Telaviv, Israel
 - One (1) Consignee - Jakarta, Indonesia
 - One (1) Consignee - Los Angeles, United States
 - Three (3) Consignees – Metro Manila
- **Fifteen (15)** winners of the Top Sellers Awards, Roundtable Discussants and Interviewees Virtual PHITEX 2020 with the following delivery locations:
 - Three (3) Consignees - Makati City, NCR
 - Three (3) Consignees - Pasig City, NCR
 - Two (2) Consignees - Iloilo City, Iloilo
 - One (1) Consignee - Manila, NCR
 - One (1) Consignee - Cavite City, Cavite
 - One (1) Consignee - Caloocan City, NCR
 - One (1) Consignee - Quezon City, NCR
 - One (1) Consignee - Las Piñas City, NCR
 - One (1) Consignee - Davao City, Davao
 - One (1) Consignee - Sta. Maria, Bulacan
- **Five (5)** Round Table Discussants with the delivery location:
 - One (1) Consignee - Mumbai, India
 - One (1) Consignee – London, UK
 - Three (3) Consignees – Metro Manila
- **Six (6)** Interviewees with the following delivery locations:
 - Two (2) Consignees – London, UK
 - Two (2) Consignees – Metro Manila
 - One (1) Consignee – San Pablo, Laguna
 - One (1) Consignee – Guimbal, Iloilo
- **Three (3)** VIPs with the following delivery locations:
 - Two (2) Consignees – Metro Manila
 - One (1) Consignee – Bohol

*** Total cost of billing must be based on actual shipping expenses.**

1. DELIVERY / SHIPMENT REQUIREMENTS

Delivery to intended recipients requirements

- In compliance with Data Privacy Act, recipient's name and complete addresses shall be provided upon confirmation of the winning bidder and to be used only for the purpose of delivering/shipping of the conference tokens and prizes.
- Supplier must sign a Non-Disclosure and Confidentiality Agreement to ensure confidentiality of any data (e.g. contact details of recipients) to be provided by TPB.
- The supplier must be able to deliver or facilitate the safe delivery of the giveaways to the intended recipients on or before **12 November 2020**.
- Actual address of the recipients will be provided to the winning bidder. Winning bidder is expected to ensure the privacy of the addresses The supplier must submit to TPB the proof of delivery to all recipients on or before **16 November 2020**.

(Dates are subject to change.)

III. ELIGIBILITY REQUIREMENTS (for other requirements pls. see last page of RFQ)

Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

Documents to be submitted:

- Must have valid SEC, DTI or CDI registration certificate
- Must have valid Mayor's Permit
- Must submit company profile, tax clearance within the last six months preceding the date of BIR submission and valid PhilGEPS registration certificate

IV. APPROVED BUDGET

NINETY THOUSAND PESOS (PHP 90,000.00)

inclusive of all applicable taxes

	<p>V. BILLING ARRANGEMENT AND PAYMENT TERMS Statement of Account / Billing Statement should be submitted by the winning bidder for the processing of payment</p> <ul style="list-style-type: none"> • Statement of Account / Billing Statement addressed to: MARIA ANTHONETTE C. VELASCO - ALLONES Chief Operating Officer Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100 • Payment Terms: 30 days upon receipt of the SOA <p>For particulars, please contact Mr. Reimark Mendoza and Michael Malonda at telephone number (02) 8525 9318 local 237 or email: reimark_mendoza@tpb.gov.ph and michael_malonda@tpb.gov.ph</p>		
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 **23 October 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, duly signed by your representative stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila or as per packing list.

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. 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