

**Requirements: PACKAGING AND COURIER OF SETS OF SAFETY PROTOCOLS STICKERS  
TO DEPARTMENT OF TOURISM REGIONAL OFFICES.**

**Project: 15,000 sets SAFETY PROTOCOLS STICKERS**

Items : 25,500 kgs.-Approximate, (35 assorted sizes of Stickers + 2 rolls marking tape)  
Box/set : 15,000 boxes : 12" x 12" x 5"(h) - (containing set of assorted Stickers, 1.70 kgs/set)  
Main box : 1,500 main boxes : 13" x 25" x 25"(h) - (containing of 10 sets in a box, 17 kgs/main box)  
Recipients : 16 Offices - DOT Regional Offices (Luzon - Mindanao)  
Others : List of DOT Accredited Accommodation & Other Establishments with summary breakdown to be supplied by TPB  
: DOT Regional Offices list of informations (contact person, address, tels. & emails) will be supplied by TPB.  
: Insurance - In the amount value Php630.00 per set, supplier should declare maximum premium insurance per set  
Supplier will pay insured amount to TPB in case of lost or damages.

Delivery : Delivery Timeline to the regional offices should be within 14 calendar days upon dispatch from the TPB office  
Please submit delivery timelines during submission of bid.

Shipper's Obligations : All printed assorted Stickers 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 to the 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 when unforeseen problems are encountered once Contract Agreement/NTP is served  
: The service provider will do the repacking of printed Stickers in a box based on the exact sets of stickers listed to be couriered per DOT Regional Offices.  
: Service Provider will ensure that the item are properly packaged and delivered in good condition upon receipt by the consignee.  
: All necessary labels (consignee/recipients/address, tel..etc) should be provided by the winning service provider.  
: Supplier should submit billing and proof of delivery upon completion.  
: Billing will be based on the actual delivered items and actual weight per destinations.

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