

## Request for Quotation

19 November 2020

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

Quotation No. TPB-PR.2020.11.395

PR No. 11.030 / Domestic Promotion

Requirements : COMPLETE PACKAGING AND DOOR TO DOOR COURIER SERVICE

Project Title : DELIVERY OF MEMBERSHIP KITS AND MEMBERSHIP CERTIFICATE 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>1) Membership Kit: 1 TPB notebook, 3 coffee table books, Membership Certificate Actual Weight: 4 kgs. Dimension: 12 in x 3 in x 17 in (30.50 cm x 7.60 cm x 43.18 cm) Weight base on Dimension: 3 Kgs.</p> <p>2) Membership Certificate in Leatherette Folder Actual Weight: 0.5 Kgs</p> <p>CONSIGNEES FOR KIT A</p> <ol style="list-style-type: none"> <li>1) METRO MANILA – 62 Consignees</li> <li>2) Luzon – 40 Consignees</li> <li>3) Visayas – 7 Consignees</li> <li>4) Mindanao – 7 Consignees</li> </ol>		95,000.00

**CONSIGNEES FOR MEMBERSHIP CERTIFICATE IN LEATHERETTE FOLDER**

- 1) METRO MANILA – 7 Consignees
- 2) Luzon – 5 Consignees
- 3) Visayas – 4 Consignees

***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 for Kit A and Membership Certificate in Leatherette Folder	
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.	
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

\_\_\_\_\_  
Date

	of the authorized representative		
Terms	30 days upon receipt of invoice		
ABC	Php <b>95,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **25 November 2020, 12:00 Noon** 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. 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. Company Profile/References