

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.2020.11.396

PR No. 11.041 / Domestic Promotion

Requirements : DOOR TO DOOR COURIER SERVICE

Project Title : MOTORCYCLE TOURISM (MOTOURISMO) CARAVAN

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>DOOR TO DOOR COURIER OF GIVE-AWAYS AND COLLATERALS FOR MOTOURISMO</p> <p>ITEMS FOR EACH CONSIGNEES: 5 BOXES OF DRI FIT LONG SLEEVES, REFLECTIVE VEST, MOTOURISMO STICKERS, MOTOURISMO PATCHES</p> <p>1 BOX = 23 Kgs. BOX DIMENSION: 51 cm x 51cm x 51 cm Weight base on Dimension: 38 Kgs.</p> <p>CONSIGNEES DESTINATION:</p> <ol style="list-style-type: none"> 1) DOT NCR Office 2) DOT CAR Office 3) DOT REGION I Office 4) DOT REGION II Office 5) DOT REGION III Office 6) DOT REGION IVA Office 7) DOT REGION IVB Office 8) DOT REGION V Office 9) DOT REGION VI Office 		345,000.00

- 10) DOT REGION VII Office
- 11) DOT REGION VIII Office
- 12) DOT REGION IX Office
- 13) DOT REGION X Office
- 14) DOT REGION XI Office
- 15) DOT REGION XII Office
- 16) DOT REGION XIII Office

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	
Door to Door Air Freight Delivery Service	
Supplier will pay amount items 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
of the authorized representative

Date

Terms	30 days upon receipt of invoice		
ABC	Php 345,000.00 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 , 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