

## Request for Quotation

December 4, 2020

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

Quotation No. TPB-PR.2020.12.427

PR No. 11.071 / MICE Dept.

Requirements : COMPLETE PACKAGING AND DOOR TO DOOR COURIER SERVICE

Project Title : DELIVERY OF MICECONLINE CONFERENCE PRIZES

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>COMPLETE PACKAGING AND DOOR TO DOOR COURIER OF MICECOLINE PREZES TO VARIOUS DELEGATES</p> <p>ITEMS:</p> <p><i>Package A</i> AM Photocontest Winners - Business Set - WD Book - Savoy Hotel Voucher Actual Weight: 2.3 kilos Dimension: 13.7cm x 52.5cm x 38.5cm Weight base on Dimension: Consignees for Package A 1) Davao – 1 Consignee 2) Metro Manila – 2 Consignees 3) Negros Occ. – 1 Consignees</p> <p><i>Package B</i> PM Photo Contest Winners - Travel Set - WD Book - Belmont Hotel Voucher Actual Weight: 2.5 kilos</p>		74,780.00

	<p>Dimension: 18.2cm x 52.5cm x 38.5cm</p> <p>Weight base on Dimension:</p> <p>Consignees for Package B:</p> <ol style="list-style-type: none"> <li>1) Iloilo – 2 Consignees</li> <li>2) Negros Occ. – 1 Consignee</li> <li>3) Metro Manila – 1 Consignees</li> </ol> <p><i>Package C</i></p> <p>Day 5 Photo Contest Winners</p> <ul style="list-style-type: none"> <li>- Business Set</li> <li>- WD Book</li> <li>- Savoy Hotel Voucher</li> <li>- Belmont Hotel Voucher</li> </ul> <p>Actual Weight: 2.4 kilos</p> <p>Dimension: 13.7cm x 52.5cm x 38.5cm</p> <p>Weight base on Dimension:</p> <p>Consignees for Package C</p> <ol style="list-style-type: none"> <li>1) Metro Manila – 2 Consignees</li> </ol> <p><i>Package D</i></p> <p>Top 1 Leaderboard Winner</p> <ul style="list-style-type: none"> <li>- MICECONline Kit</li> <li>- Business Set</li> <li>- Travel Set</li> <li>- WD Book</li> </ul> <p>Actual Weight: 6.2 kilos</p> <p>Dimension: 46.2cm x 114.5cm x 81.3cm</p> <p>Weight base on Dimension:</p> <p>Consignees for Package D</p> <ol style="list-style-type: none"> <li>1) Cavite – 1 Consignee</li> </ol> <p><i>Package E</i></p> <p>Top 2-10 Leaderboard Winners</p> <ul style="list-style-type: none"> <li>- WD Book</li> <li>- Travel Set</li> <li>- Pamilacan Tour GC</li> </ul> <p>Actual Weight: 2.5 kilos</p> <p>Dimension: 18.2cm x 52.5cm x 38.5cm</p> <p>Weight base on Dimension:</p> <p>Consignees for Package E</p> <ol style="list-style-type: none"> <li>1) Metro Manila – 4 Consignees</li> <li>2) Marinduque – 1 Consignee</li> <li>3) Bulacan – 1 Consignee</li> <li>4) Cagayan De Oro – 2 Consignees</li> </ol>		
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	<p>5) Laguna – 1 Consignees</p> <p><i>Package F</i>  Dream Team Award Winner  - Travel Set  - WD Book  Actual Weight: 2.4 kilos  Dimension: 18.2cm x 52.5cm x 38.5cm  Weight base on Dimension:  Consignees for Package F  1) Metro Manila – 16 Consignees  2) Cavite – 1 Consignee</p> <p><i>Package G</i>  Greatest Showman Award Winner  - 5 Business Set  - 5 Travel Set  - 5 WD Books  Actual Weight: 21 kilos  Dimension: 30.7cm x 84cm x 61cm  Weight base on Dimension:  Consignees for Package G  1) Metro Manila – 1 Consignee</p> <p><i>Package H</i>  -WD Book  Actual Weight: 0.4 kilos  Dimension: 1.2cm x 21cm x 16cm  Weight base on Dimension:  Consignees for Package H  1) Metro Manila – 11 Consignees  2) Tarlac – 2 Consignees  3) Davao – 25 Consignees  4) Guimaras – 1 Consignee  5) Iloilo – 2 Consignees  6) Rizal – 1 Consignee  7) Bulacan – 2 Consignees  8) Naga – 1 Consignee  9) Bohol – 1 Consignee  10) Cavite – 1 Consignee  11) Laguna – 1 Consignee  12) Cebu – 2 Consignees</p>		
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**Package I**

- Paymaya Kit

Actual Weight: 1 kilos

Dimension: 1.5cm x 26cm x 24cm

Weight base on Dimension:

Consignees for Package I

- 1) Metro Manila – 22 Consignees
- 2) Tarlac – 1 Consignee
- 3) Bulacan – 1 Consignee
- 4) Naga – 1 Consignee

**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	
All necessary labels and materials (consignee/recipients/address, tel..etc) should be provided by the winning service provider	
All deliveries must bear the FRAGILE sticker/s	
Winning bidder is expected to ensure the privacy of the addresses and to be used only for the purpose of delivering/shipping of the conference giveaways.	
The shipping company must submit to TPB the proof of delivery to all recipients by 30 December 2020	
Door to Door Air Freight Delivery Service	
The shipping company must be able to deliver or facilitate the safe delivery of the conference prizes to the intended recipients locally (within the Philippines) on or before 20 December 2020	
Supplier will pay amount of package 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			
	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.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 30%; text-align: center;">           _____            Name of Company         </div> <div style="width: 30%; text-align: center;">           _____            Signature over Printed Name            of the authorized representative         </div> <div style="width: 30%; text-align: center;">           _____            Date         </div> </div>				
Terms	30 days upon receipt of invoice			
ABC	Php <b>74,780.00</b> inclusive of all applicable taxes			

Please submit your quotation and legal documents not later than **December 10, 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](mailto: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