

Request for Quotation

December 17, 2020

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

Quotation No. TPB-PR.2020.12.458

PR No. 12.030 / ODCOO-CA

Requirements : PACKAGING AND DOOR TO DOOR AIRFREIGHT COURIER SERVICE

Project Title : DELIVERY OF CORPORATE GIVE-AWAYS FOR INDUSTRY STAKEHOLDER

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>COMPLETE PACKAGING AND DOOR TO DOOR AIRFREIGHT COURIER SERVICE OF CORPORATE GIVEAWAYS TO INDUSTRY PARTNERS/STAKEHOLDERS</p> <p>Set A: 1 pc. Headsets Actual Weight: 0.85 kgs. Dimension of box: 28 cm x 20 cm x 12 cm Weight base on Dimension: 1.92 Kgs NOTE: Box to put in Courier Pouch Unit Cost: NCR – Php 300.00/Set Luzon – Php 300.00/Set Visayas – Php 400.00/Set Mindanao – Php 400.00/Set</p> <p>CONSIGNEES FOR SET A</p> <ol style="list-style-type: none"> 1) NCR – 480 Consignees 2) Luzon – 124 Consignees 3) Visayas – 109 Consignees 4) Mindanao – 31 Consignees 		247,400.00

Set B:

1 pc. Headsets, 1 pc. Rucksack Bag

Actual Weight: 1.35 kgs.

Dimension of box: 45 cm x 37 cm x 8 cm

Weight base on Dimension: 3.80 Kgs

Unit Cost:

NCR – Php 500.00/Set

Luzon – Php 700.00/Set

Vizayas – Php 800.00/Set

CONSIGNEES FOR SET B

- 1) NCR – 16 Consignees
- 2) Luzon – 2 Consignees
- 3) Visayas – 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 or and label for Set A (box put in pouch), and Set B.	
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 amount of Package (Set A or Set B) 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 Package are 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;"> <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 247,400.00 inclusive of all applicable taxes			

Please submit your quotation and legal documents not later than **December 22, 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