

Request for Quotation

January 21, 2021

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

Quotation No. TPB-PR.2021.01.033

PR No. 1.046 / EAMI Div.

Requirements : COURIER OF DOCUMENT TO DEPARTMENT OF TOURISM LONDON OFFICE

Project Title : COURIER OF MEMORANDUM OF AGREEMENT TO DOT LONDON OFFICE

| Quantity | Particulars | Estimated Unit Price (Php) | Estimated Total Amount (Php) |
|----------|---|----------------------------|------------------------------|
| LOT | <p>Door to Door International Air Shipment Services</p> <p>Consignee Name/Address: Mr. Gerard O. Panga Tourism Attaché Philippine Department of Tourism Embassy of the Philippines 2nd Floor, 10 Suffolk Street London SW1Y4HG</p> <p>Shipper Name / Address: NERISSA D. DEL FIERRO - JUAN Division Chief, EAMI Division Tourism Promotions Board 4th Floor Legaspi Towers 300 Roxas Blvd., Manila</p> | 5,000.00 | 5,000.00 |

| | | | |
|-------|--|--|--|
| | <p>Tel. No.: 632-8247-0813</p> <p>I. SCOPE OF WORK/DELIVERABLES:</p> <p>TPB requires the services of a shipment company that would be able to provide the following:</p> <ul style="list-style-type: none"> • Door to Door Air Freight Delivery Service • Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and other applicable charges to be shouldered of the supplier/company. • Charge should be based on actual weight or dimension • Ensure that the goods will arrive to the shipping destination in good condition and short possible time. <p>Item: 1 brown envelope (documents)</p> | | |
| Terms | 30 days upon receipt of invoice | | |
| ABC | Php 5,000.00 inclusive of all applicable taxes | | |

Please submit your quotation and legal documents not later than **January 28, 2021, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, 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.


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. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement