

Request for Quotation

January 26, 2021

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

Quotation No. TPB-PR.2021.01.039

PR No. 1.052 / Domestic Promotion

Requirements : COMPLETE PACKAGING AND COURIER SERVICES FOR TPB MEMBERSHIP PROGRAM

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 FOR TPB MEMBERSHIP PROGRAM</p> <p>A) Membership Kit: Items: 1 TPB notebook, 2 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>CONSIGNEES FOR MEMBERSHIP KIT</p> <ol style="list-style-type: none"> 1) METRO MANILA – 15 Consignees 2) Luzon – 20 Consignees 3) Visayas – 5 Consignees 4) Mindanao – 5 Consignees <p>Unit Price: Metro Manila : Php 175.00 Luzon: Php 210.00 Visayas: Php 215.00 Mindanao: Php 220.00</p>		80,585.00

B) Membership Certificate in Membership Folder

Actual Weight: 0.5 Kgs

CONSIGNEES FOR MEMBERSHIP CERTIFICATE IN LEATHERETTE FOLDER

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

C) Speakers' Tokens for Weekly Chat

Items: TPB Notebook Leather Cover with Gift box, Kain na Book, Bamboo Ballpen with phone holder, Corporate Tote Bag, IMFITP Bamboo Tumbler, TPB Notebook, Leatherette Folder with Thank you Letter

Actual Weight: 3 kgs.

Dimension: 37cm x 12cm x 26cm

Weight base on Dimension: 3.2 kgs.

CONSIGNEES FOR SPEAKERS' TOKENS

- 1) METRO MANILA – 7 Consignees
- 2) Luzon – 5 Consignees
- 3) Visayas – 2 Consignees
- 4) Mindanao – 1 Consignee
- 5) Singapore – 2 Consignees
- 6) Korea – 1 Consignee
- 7) China – 2 Consignees

Unit Price:

Metro Manila : Php 500.00

Luzon: Php 700.00

Visayas: Php 1,000.00

Mindanao: Php 1,200.00

Singapore: Php 5,000.00

Korea: Php10,000.00

China: Php 5,000.00

D) Weekly Chat Contest Prizes

Item: Bucketlist Philippines (Sustainable Edition)

Actual Weight: 1.8 Kgs.

Dimension: 27.5 cm x 2.5 cm x 25.5 cm

Weight base of Dimension: 0.5 kgs.

CONSIGNEES FOR WEEKLY CHAT CONTEST PRIZES

- 1) METRO MANILA – 3 Consignees
- 2) Luzon – 2 Consignees

Unit Price:

Metro Manila : Php 400.00

Luzon: Php 500.00

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 labelling	
All necessary labels and materials 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
of the authorized representative

Date

Terms	30 days upon receipt of invoice		
ABC	Php 80,585.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **February 1, 2021, 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.

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