

## Request for Quotation

May 26, 2021

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

Quotation No. TPB-PR.2021.05.189

PR No. 5.027 / Domestic Dept.

Requirements :           PACKAGING AND DOOR TO DOOR DELIVERY OF PRIZES

Project Title     :           MONTANOSA FILM FESTIVAL

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	Packaging and Door to Door Delivery Services  Item: 30 pcs. Of Coffee Table Books and 9 pcs. Of Travel Vouchers Weight: 18 kgs Dimension: 53 cm x 31 cm x 15 cm Destination: Baguio City  <b>I. SCOPE OF WORK/DELIVERABLES:</b> TPB requires the services of a shipment company that would be able to provide the following: <ul style="list-style-type: none"> <li>• Door to Door Air Freight Delivery Service</li> <li>• Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and other applicable charges to be shouldered of the supplier/company.</li> </ul>	15,000.00	15,000.00

	<ul style="list-style-type: none"> <li>• Charge should be based on actual weight or dimension</li> <li>• Ensure that the goods will arrive to the shipping destination in good condition and short possible time.</li> </ul>		
Terms	30 days upon receipt of invoice		
ABC	Php 15,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **May 31, 2021, 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, 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)

**ROSELLE D. ROMERO**

OIC, 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