

Request for Quotation

April 16, 2021

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

Quotation No. TPB-PR.2021.04.148

PR No. 4.006 / MICE Dept.

Requirements : CUSTOMIZED PACKAGING AND DOOR TO DOOR DELIVERY

Project Title : Shipment of Giveaways and Prizes to Delegates and Speakers
Tourism & Travel Forum

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>CUSTOMIZED PACKAGING AND DOOR TO DOOR DELIVERY OF GIVEAWAYS AND PRIZES RELATIVE TO TOURISM AND TECHNOLOGY FORUM</p> <p>1) Package A Items: Tech Kit and Moleskin Set Actual Weight: 4 kgs. Dimension: 13 cm x 55 cm x 55 cm Weight base on Dimension: 8 Kgs.</p> <p>CONSIGNEES FOR PACKAGE A 1) Iligan City – 1 Consignee</p> <p>2) Package B Item: Tech Kit Actual Weight: 4 kg Dimension: 10 cm x 55 cm x 55 cm Weight base on Dimension: 6 kgs.</p>		585,000.00

CONSIGNEES FOR PACKAGE B

- 1) Cebu – Consignees
- 2) NCR – 18 Consignees
- 3) Cavite – 5 Consignees
- 4) Baguio – 1 Consignee
- 5) Pampanga – 2 Consignee
- 6) Mindanao – 2 Consignee

3) Package C

Items: Tech Kit and Coffee Table Book

Actual Weight: 5 kgs.

Dimension: 13 cm x 55 cm x 55 cm

Weight base on Dimension: 8 kgs.

CONSIGNEES FOR PACKAGE C

- 1) NCR – 9 Consignees
- 2) Baguio – 1 Consignees

4) Package D

Item: Coffee Table Book

Actual Weight: 2.5 Kgs.

Dimension: 5 cm x 28 cm x 24 cm

Weight base of Dimension: 1 kgs.

CONSIGNEES FOR PACKAGE D

- 1) Singapore – Consignees
- 2) Dorset, UK – 1 Consignee
- 3) Tokyo, Japan – 1 Consignee
- 4) Bangkok Thailand – 1 Consignee

5) Package E

Items: Non woven string bag, T-shirt, Screen Cleaner, Notebook,
Luggage Tag

Actual Weight: 2 Kgs.

Dimension: 17 cm x 54 cm x 41 cm

Weight base of Dimension: 8 kgs.

CONSIGNEES FOR PACKAGE E

- 1) 245-NCR
- 2) 7-Laguna
- 3) 1-Iligan
- 4) 8-Pangasinan
- 5) 7-Batangas
- 6) 1-Panabo

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| <ol style="list-style-type: none">7) 2-CDO8) 4-Baguió9) 2-Aklan10) 23-Cavite11) 1-Olangapo12) 9-Cebu13) 3-Bohol14) 2-Davao15) 2-Bacolod16) 2-Tarlacs17) 1-Isabela18) 1-Catanduanes19) 2-Quirino20) 5-Samar21) 2-Ozamis22) 1-Zamboanga Del Sur23) 3-Pampanga24) 1-Bukidnon25) 1-Catanduanes26) 1-Albay27) 1-Palawan28) 1-Lanao Del Norte29) 3-Borongan30) 1-Zambales31) 5-Misamis Oriental32) 3-Pangasinan33) 2-Camarines Sur34) 1-Nueva Ecija35) 2-Marinduque36) 2-Misamis Occidental37) 3-Iloilo38) 5-Occidental Mindoro39) 4-Negros Occidental40) 1-Camarines Norte41) 3-Leyte42) 2-Ifugao43) 1-Besao44) 1-Kalinga45) 2-Ilocos Sur46) 1-Negros47) 3-Benguet48) 116-Mindanao | | |
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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 585,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **April 23, 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. Notarized Omnibus Sworn Statement
6. Company Profile/References