

### Request for Quotation

May 12, 2021

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

Quotation No. TPB-PR.2021.05.174

PR No. 5.008 / 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"> <li>1) METRO MANILA – 21 Consignees</li> <li>2) Luzon – 37 Consignees</li> <li>3) Visayas – 5 Consignees</li> <li>4) Mindanao – 5 Consignees</li> </ol> <p>Unit Price: Metro Manila : Php 175.00 Luzon: Php 210.00 Visayas: Php 215.00 Mindanao: Php 220.00</p>		54,480.00

	<table border="1"> <thead> <tr> <th data-bbox="268 362 956 528"><b>TECHNICAL SPECIFICATIONS</b></th> <th data-bbox="956 362 1142 528"><b>Statement of Compliance</b> Bidders must state here either "Comply" or "Not Comply"</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 528 956 609">Items will be pick up at TPB office for Complete Packaging and labelling</td> <td data-bbox="956 528 1142 609"></td> </tr> <tr> <td data-bbox="268 609 956 689">All necessary labels and materials should be provided by the winning service provider</td> <td data-bbox="956 609 1142 689"></td> </tr> <tr> <td data-bbox="268 689 956 734">Door to Door Air Freight Delivery Service</td> <td data-bbox="956 689 1142 734"></td> </tr> <tr> <td data-bbox="268 734 956 815">Supplier will pay insured amount to TPB in case of lost or damages.</td> <td data-bbox="956 734 1142 815"></td> </tr> <tr> <td data-bbox="268 815 956 896">Submit delivery timelines during submission of bid.</td> <td data-bbox="956 815 1142 896"></td> </tr> <tr> <td data-bbox="268 896 956 976">The winning service provider will assign a contact person to monitored the delivery of item</td> <td data-bbox="956 896 1142 976"></td> </tr> <tr> <td data-bbox="268 976 956 1102">Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient immediately after the delivery of item</td> <td data-bbox="956 976 1142 1102"></td> </tr> <tr> <td data-bbox="268 1102 956 1227">Ensure that the item are properly package and delivered in good conditions when arrived to consignee in the shortest possible time</td> <td data-bbox="956 1102 1142 1227"></td> </tr> <tr> <td data-bbox="268 1227 956 1308">Provide cost quotation per box/weight and per destinations</td> <td data-bbox="956 1227 1142 1308"></td> </tr> <tr> <td data-bbox="268 1308 956 1433">TPB will only charge on actual delivered item base on actual weight or dimension and should not be over the Contract Amount.</td> <td data-bbox="956 1308 1142 1433"></td> </tr> <tr> <td data-bbox="268 1433 956 1590">Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and other applicable charges to be shouldered of the supplier/company.</td> <td data-bbox="956 1433 1142 1590"></td> </tr> </tbody> </table> <p data-bbox="268 1599 861 1626">I hereby certify to comply and deliver all of the above requirements.</p> <p data-bbox="268 1715 430 1751">_____ Name of Company</p> <p data-bbox="564 1715 900 1783">_____ Signature over Printed Name of the authorized representative</p> <p data-bbox="957 1715 1005 1751">_____ Date</p>	<b>TECHNICAL SPECIFICATIONS</b>	<b>Statement of Compliance</b> 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.			
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Terms	30 days upon receipt of invoice																										
ABC	Php <b>54,480.00</b> inclusive of all applicable taxes																										

Please submit your quotation and legal documents not later than **May 19, 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, 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 (Revised issue)
7. Company Profile/References