

Request for Quotation

June 23, 2021

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

Quotation No. TPB-PR.2021.06.227

Requirements : PACKAGING AND DOOR TO DOOR DELIVERY OF MEMBERSHIP KIT

Project Title : TPB MEMBERSHIP KITS

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)														
LOT	Packaging and door to door delivery of TPB Membership Kits (Luggages) <p style="text-align: center;">SCOPE OF WORK/DELIVERABLES</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">TECHNICAL SPECIFICATIONS</td> <td style="width: 40%;">Statement of Compliance Bidders must state here either "Comply" or "Not Comply"</td> </tr> <tr> <td>Items will be pick up at TPB office</td> <td></td> </tr> <tr> <td>All necessary labels and materials should be provided by the winning service provider</td> <td></td> </tr> <tr> <td>Door to Door Air Freight Delivery Service</td> <td></td> </tr> <tr> <td>Supplier will pay the amount of items to TPB in case of lost or damages.</td> <td></td> </tr> <tr> <td>Submit delivery timelines during submission of bid.</td> <td></td> </tr> <tr> <td>The winning service provider will assign a contact</td> <td></td> </tr> </table>	TECHNICAL SPECIFICATIONS	Statement of Compliance Bidders must state here either "Comply" or "Not Comply"	Items will be pick up at TPB office		All necessary labels and materials should be provided by the winning service provider		Door to Door Air Freight Delivery Service		Supplier will pay the amount of items to TPB in case of lost or damages.		Submit delivery timelines during submission of bid.		The winning service provider will assign a contact		107,345.00	107,345.00
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	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 items are delivered in good conditions when arrived to consignee in the shortest possible time		
	Provide cost quotation per box or pouch/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.		
	<p>Items: Membership Kit 1 Luggage, 1 Membership Decal, 1 TPB Folder Weight per Kit: 3.5 Kgs. Dimensions: 38cm x 25cm x 57cm Weight base on Dimension: 15.47 Kgs.</p> <p>Consignee and destinations:</p> <ol style="list-style-type: none"> 1) Metro Manila: 66 consignees 2) Luzon: 39 consignees 3) Visayas: 26 consignees 4) Mindanao: 10 consignees <p>Rate per Destinations per kg. Metro Manila: Php190.00/kg. Luzon: Php225.00/kg. Visayas: Php230.00/kg. Mindanao: Php235.00/kg.</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 107,345.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **June 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 (Revised Issue)