

## Request for Quotation

July 12, 2021

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

Quotation No. TPB-PR.2021.07.249

PR No. 7.009 / Domestic Dept.

Requirements :           PACKAGING AND COURIER SERVICES

Project Title    :       DOOR TO DOOR DELIVERY OF BUCKET LIST COFFEE TABLE BOOKS  
VERSION 2 AND DECAL STICKERS TO TPB MEMBERS

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>Item:</p> <p>1 pc. Bucket List Coffee Table Books and Folder with Decal Sticker Actual Weight: 2 kgs. Dimension: 27.5 cm x 2.5 cm x 25.5 cm Weight base on Dimension: 0.144 grams</p> <p>CONSIGNEES</p> <p>1) METRO MANILA – 54 2) LUZON – 18 3) VISAYAS – 26 4) MINDANAO - 6</p> <p>Unit Cost</p> <p>1) METRO MANILA – Php 190.00 per kg 2) LUZON – Php 225.00 per kg 3) VISAYAS – Php 230.00 per kg 4) MINDANAO - Php 235.00 per kg</p>		43,400.00

	<table border="1"> <thead> <tr> <th data-bbox="268 405 959 568"><b>TECHNICAL SPECIFICATIONS</b></th> <th data-bbox="959 405 1145 568"><b>Statement of Compliance</b> Bidders must state here either "Comply" or "Not Comply"</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 568 959 651">Items will be pick up at TPB office for Complete Packaging and labelling</td> <td data-bbox="959 568 1145 651"></td> </tr> <tr> <td data-bbox="268 651 959 734">All necessary labels and materials should be provided by the winning service provider</td> <td data-bbox="959 651 1145 734"></td> </tr> <tr> <td data-bbox="268 734 959 779">Door to Door Air Freight Delivery Service</td> <td data-bbox="959 734 1145 779"></td> </tr> <tr> <td data-bbox="268 779 959 862">Supplier will pay insured amount to TPB in case of lost or damages.</td> <td data-bbox="959 779 1145 862"></td> </tr> <tr> <td data-bbox="268 862 959 945">Submit delivery timelines during submission of bid.</td> <td data-bbox="959 862 1145 945"></td> </tr> <tr> <td data-bbox="268 945 959 1028">The winning service provider will assign a contact person to monitored the delivery of item</td> <td data-bbox="959 945 1145 1028"></td> </tr> <tr> <td data-bbox="268 1028 959 1146">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="959 1028 1145 1146"></td> </tr> <tr> <td data-bbox="268 1146 959 1265">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="959 1146 1145 1265"></td> </tr> <tr> <td data-bbox="268 1265 959 1348">Provide cost quotation per box/weight and per destinations</td> <td data-bbox="959 1265 1145 1348"></td> </tr> <tr> <td data-bbox="268 1348 959 1467">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="959 1348 1145 1467"></td> </tr> <tr> <td data-bbox="268 1467 959 1632">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="959 1467 1145 1632"></td> </tr> </tbody> </table> <p data-bbox="268 1641 861 1668">I hereby certify to comply and deliver all of the above requirements.</p> <p data-bbox="268 1765 430 1796">_____ Name of Company</p> <p data-bbox="564 1765 898 1827">_____ Signature over Printed Name of the authorized representative</p> <p data-bbox="959 1765 1005 1796">_____ 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>43,400.00</b> inclusive of all applicable taxes																										

Please submit your quotation and legal documents not later than **July 16, 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.



**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
4. BIR Registration / TIN
5. Company Profile
6. Sworn Statement (Revised issue)
7. Company Profile/References