

## Request for Quotation

September 14, 2021

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

Quotation No. TPB-PR.2021.09.349

PR No. 8.045 North Asia Division

Requirements : SHIPMENT OF CORPORATE GIVEAWAYS

Project Title : Philippine Business Mission 2021 Tokyo

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>Door to Door International Air Shipment Services</p> <p>Consignee Name/Address: <b>MR. NIEL P. BALLESTEROS</b> Philippine Department of Tourism Embassy of the Philippines 5-15-5, Roppongi, Minato-ku Tokyo, Japan 541-0054</p> <p>Shipper Name / Address: <b>MARIA DOLORES R. APAREJADO</b> Tourism Promotions Board 4<sup>th</sup> Floor Legaspi Towers 300 Roxas Blvd., Manila Tel. No.: +632-8247-0813</p> <p>Note: Fill up and submit Technical Specification Compliance with your Legal, Technical and Financial Proposal.</p>	200,000.00	200,000.00
	<p><b>TECHNICAL SPECIFICATIONS COMPLIANCE</b></p>	<p>Statement of Compliance Bidders must state here either</p>	

		“Comply” or “Not Comply”			
	Door to Door Air Freight Delivery Service				
	Supplier will pay the 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 items are delivered in good conditions when arrived to consignee in the shortest possible time				
	TPB will only charge on actual delivered item base on actual weight or volumetric weight 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>I hereby certify to comply and deliver all the above requirements.</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <div style="width: 30%; text-align: center;">Name of Company</div> <div style="width: 35%; text-align: center;">Signature over Printed Name of the authorized representative</div> <div style="width: 15%; text-align: center;">Date</div> </div> <p style="margin-top: 20px;"><b>PACKING LIST</b> Items: TPB Corporate Giveaways/Promotional Materials ORIGIN OF GOODS : Manila, Philippines NO. OF BOXES : 14 boxes DECLARED VALUE: US \$9,984.68 INCOTERM: DDP (DELIVERY DUTY PAID)</p>					
	<b>Box Number</b>	<b>Item</b>	<b>Quantity</b>	<b>Price per Unit</b>	<b>Total Amount (usd)</b>
	Box No. 1 Actual Weight 30 kgs.	Weaving Bag Long Champ	70 pcs.	11.64	814.8

	L= 51 cm W= 51cm H= 52cm Weight Base of Dimension kgs.						
	Box No. 2 Actual Weight 30 kgs. L=51cm W=51cm H=35cm Weight Base of Dimension kgs	TPB notebook leather cover with gift box	20 pcs	16.25	325.00		
		Pad Folio	33 pcs	10.00	330.00		
	Box No. 3 Actual Weight 30 kgs. L= 51cm W=51cm H=51cm Weight Base of Dimension kgs	Conference bags	52 pcs	9.44	490.88		
	Box No.4 Actual Weight 30 kgs. L= 51 cm W= 51 cm H= 52cm Weight Base of Dimension 26.53 kgs	Conference bags	52 pcs	9.44	490.88		
	Box No. 5 Actual Weight 30 kgs. L=51cm W=51cm H=52cm Weight Base of Dimension kgs.	Conference bags	52 pcs	9.44	490.88		

	Box No. 6 Actual Weight 30 kgs. H=51cm W=51cm H=30cm Weight Base of Dimension kgs.	Passport organizer & wallet with weave cloth	100 pcs	15.43	1,543.00		
	Box No. 7 Actual Weight 30 kgs. L=51cm W=51cm H=52cm Weight Base of Dimension kgs	Weaving Bag Long Champ	12 pcs	11.64	139.68		
		Conference bags	44 pcs	9.44	415.36		
	Box No. 8 Actual Weight 30 kgs. L=51cm W=51cm H=52cm Weight Base of Dimension kgs	Passport organizer & wallet with weave cloth	50 pcs	15.43	771.5		
		Screen cleaner	200 pcs	0.85	170.00		
		Toiletries kit	100 pcs	1.97	197.00		
	Box No. 9 Actual Weight 30 kgs. L=51cm W=51cm H=45cm Weight Base of Dimension kgs.	Roundneck (White) Colorful Logo	130 pcs	2.69	349.7		
	Box No. 10 Actual Weight 30 kgs. L=51cm	Magnetic pencil case	200 pcs	5.82	1,164.00		
		Metal straw	50 pcs	3.40	170.00		
		World adaptor with USB	50 pcs	5.79	289.5		

	W=51cm H=37cm Weight Base of Dimension kgs	connector			
		Bamboo ballpen	200 pcs	0.79	158.00
	Box No. 11 Actual Weight 30 kgs. L=51cm W=51cm H=51cm Weight Base of Dimension kgs	Currency wallet	100 pcs	3.61	361.00
		Black polo shirt	30 pcs	6.52	195.6
		Roundneck white tshirt	12 pcs	2.69	32.28
		Complimentary card	200 pcs	0.17	34.00
		Magnetic Philippine flag pins	25 pcs	1.50	37.5
		Destination luggage tag	100 pcs	0.47	47.00
		Travel tech accessory organizer with box holder	20 pcs	8.79	175.8
	Box No. 12 Actual Weight 30 kgs. L=31cm W=34cm H=46cm Weight Base of Dimension kgs	TPB notebook	160 pcs	0.85	136.00
	Box No. 13 Actual Weight 30 kgs. L= 51cm W=51cm	TPB notebook	40 pcs	0.85	34.00
		Subic brochures	300 pcs.	0.51	153.00
		Palawan brochure	270 pcs.	0.51	137.70

	H=17cm Weight Base of Dimension kgs	Cebu Bohol brochure	200 pcs.	.079	15.8			
	Box No. 14 Actual Weight 30 kgs. L=51cm W=51cm H=36cm Weight Base of Dimension kgs	Surigao/Siargao brochure	270 pcs.	0.51	137.00			
		Dive brochure	270 pcs.	0.50	13.50			
		Boracay brochure	270 pcs.	0.096	25.92			
		Davao brochure	270 pcs.	0.51	137.70			
		<b>TOTAL DECLARE VALUE</b>			<b>US \$</b>	<b>9,984.68</b>		
Terms	30 days upon receipt of invoice							
ABC	Php <b>200,000.00</b> inclusive of all applicable taxes							

Please submit your quotation and legal documents not later than **September 20, 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)

**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. Omnibus Sworn Statement