

## 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.2021.09.350

PR No. 9.011

Requirements : PACKAGING AND COURIER OF PHITEX SELLER DELEGATE KITS

Project Title : PHITEX 2021

| Quantity | Particulars  | Estimated Unit Price (Php) | Estimated Total Amount (Php) |
|----------|--|----------------------------|------------------------------|
| LOT      | <p>Door to Door Courier Services</p> <p>Items per consignee per box:<br/>1 Laptop bag, 1 notebook cover, 1 appointment notebook, 1 bluetooth earphones, 1 mini ring light and 1 usb.</p> <p>Actual weight of box: 2.5 kgs.<br/>Dimension of box?<br/>H = 8 cm, W= 35 cm, L= 40 cm</p> <p>Destinations and consignees</p> <p>Metro Manila = 64 consignees<br/>Luzon = 22 consignees<br/>Visayas = 25 consignees<br/>Mindanao = 2 consignees</p> | 750,000.00                 | 750,000.00                   |

|       | <b>TECHNICAL SPECIFICATIONS</b>  | <b>Statement of Compliance</b><br>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 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 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 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. |   |  |  |
|       |  |   |  |  |
| Terms | 30 days upon receipt of invoice  |   |  |  |
| ABC   | Php 750,000.00 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.

(SDG)

**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