

### Request for Quotation

October 4, 2021

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

Quotation No. TPB-PR.2021.10.364  
PR No. 9.035 Domestic Promotions Department

Requirements : PACKAGING AND DOOR TO DOOR DELIVERY OF TOKENS  
FOR THE GUESTS SPEAKERS

Project Title : WEEKLY MEMBERS' CHAT BATCH 3

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p><b>Items:</b> TPB Notebook Leather Cover with gift box, Kain na Book, TPB Notebook, Bamboo Ballpen with phone holder, Anello-type bag Weight of box: 3 kgs Dimension: 43 cm x 31 cm x 11 cm Volumetric Weight: 4.20 kgs.</p> <p>Destinations and Number of Consignee:</p> <ul style="list-style-type: none"> <li>• Metro Manila – 21 consignees</li> <li>• Luzon – 6 consignees</li> <li>• Visayas – 2 consignees</li> <li>• Mindanao – 1 consignee</li> <li>• Germany – 1 consignee</li> </ul> <p>Cost per destination:</p> <ul style="list-style-type: none"> <li>• Metro Manila – Php600.00</li> <li>• Luzon – Php800.00</li> <li>• Visayas – Php1,000.00</li> <li>• Mindanao – Php1,100.00</li> <li>• Germany – Php12,000.00</li> </ul>	32,500.00	32,500.00

<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 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 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.	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of the authorized representative

\_\_\_\_\_  
Date

Terms	30 days upon receipt of invoice		
ABC	Php <b>32,500.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **October 8, 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.

**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