

### Request for Quotation

October 29, 2021

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

Quotation No. TPB-PR.2021.10.408

PR No. 10.047

Requirements : COURIER SERVICE OF CORPORATE GIVEAWAYS

Project Title : MICECONnect 2021

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>Door to Door Delivery of Giveaways</p> <p>Consignee Name/Address: Ms. Leuna Casimero Department of Tourism Boracay Field Office D'Mall, Station 2, Balabag, Boracay Malay, Aklan 5608</p> <p>Items: TPB Corporate Giveaways/Promotional Materials Number of Boxes: 15 Packing List: see attached packing list</p> <p>Note: Bidders should accomplished the Technical Specification Compliant form below</p>	107,000.00	107,000.00
	<p><b>TECHNICAL SPECIFICATIONS</b></p>	<p><b>Statement of Compliance</b> Bidders must state here either "Comply" or "Not Comply"</p>	

	Items will be pick up at TPB office for Complete Packaging and labelling			
	Winning bidder's warehouse should have proper ventilation, air circulation in order to preserve the good condition of the calendar			
	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 should submit billing and proof of delivery upon completion			
	Service Provider will 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 destinations			
	TPB will only charge on actual delivered boxes 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 winning bidder.			
	Winning Bidder warehouse should have proper ventilation/air circulation in order to			
	<p>_____                      _____  Name of Company              Representative Name and Signature</p>			
Terms	30 days upon receipt of invoice			
ABC	Php <b>107,000.00</b> inclusive of all applicable taxes			

Please submit your quotation and legal documents not later than **November 3, 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