

## Request for Quotation

October 22, 2021

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

Quotation No. TPB-PR.2021.10.400  
PR No. 10.030

Requirements : International and domestic door to door courier and messengerial services

Project Title : Printed 2022 Desk and Wall Calendar

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)														
LOT	Items: 2022 Desk & Wall Calendar Desk Calendar – 0.863 kg. Wall Calendar – 1.045 kgs	740,000.00	740,000.00														
	<table border="1"> <thead> <tr> <th>Consignees</th> <th>Number of Calendar to be deliver</th> </tr> </thead> <tbody> <tr> <td>Office of the President</td> <td>20 Desk Calendar</td> </tr> <tr> <td>Office of the Vice President</td> <td>20 Desk Calendar</td> </tr> <tr> <td>Office of the Senate President</td> <td>5 Desk Calendar</td> </tr> <tr> <td>Office of the Speaker of the House</td> <td>5 Desk Calendar</td> </tr> <tr> <td>24 Senators of the Republic of the Philippines (2 each senator)</td> <td>48 Desk Calendar</td> </tr> <tr> <td>307 House of Representative (2 each Representative)</td> <td>614 Desk Calendar</td> </tr> </tbody> </table>	Consignees	Number of Calendar to be deliver	Office of the President	20 Desk Calendar	Office of the Vice President	20 Desk Calendar	Office of the Senate President	5 Desk Calendar	Office of the Speaker of the House	5 Desk Calendar	24 Senators of the Republic of the Philippines (2 each senator)	48 Desk Calendar	307 House of Representative (2 each Representative)	614 Desk Calendar		
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25 Cabinet Secretaries (2 each Secretaries)	50 Desk Calendar
67 Foreign Embassies in the Philippines (2 desk calendar for each Embassies) and (1 Wall calendar for each Embassies)	134 Desk Calendar 67 Wall Calendar
106 Foreign Consulates in the Philippines (2 desk calendar for each Consulates) and (1 Wall calendar for each Consulates)	212 Desk Calendar 106 Wall Calendar
12 DOT Overseas Offices (10 desk calendar for each offices) and (5 Wall calendar for each offices)	120 Desk Calendar 60 Wall Calendar
16 DOT Regional Offices + 1 BARM (10 desk calendar for each offices) and (1 Wall calendar for each offices)	170 Desk Calendar 17 Wall Calendar

For International and Local Destinations: Please see attached complete address

Note: Bidders should accomplished the Technical Specification Compliant form below

<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	
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 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 winning bidder.		
	Winning Bidder warehouse should have proper ventilation/air circulation in order to		
	Delivery timeline should be within 15 calendar days upon dispatch from the TPB office. ( Not included Freight and Custom delay)		
Terms	30 days upon receipt of invoice		
ABC	Php 740,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **October 28, 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