

Request for Quotation

October 7, 2021

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

Quotation No. TPB-PR.2021.10.375

PR No. 10.002 Domestic Dept.

Requirements : PACKAGING AND COURIER SERVICES

Project Title : TPB MEMBERSHIP PROGRAM

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>Packaging and door to door delivery</p> <p>Items:</p> <p>Membership Kits A 1 TPB Notebook, 2 Coffee Table Book, Membership Certificate. Weight: 4 Kgs. Dimension: 31 x 8 x 43 cm Volumetric Weight: 3 kgs.</p> <p>Destinations: Metro Manila – 26 consignees Luzon – 20 consignees Visayas – 9 consignees Mindanao – 3 consignees</p> <p>Membership Kits B 1 Coffee Table Book, Folder with Membership Certificate. Weight: 2 Kgs. Dimension: 28 x 3 x 3 cm Volumetric Weight: 0.5 kgs.</p>	63,325.00	63,325.00

Destinations:
Metro Manila – 12 consignees
Luzon – 5 consignees
Visayas – 4 consignees
Mindanao – 2 consignees

Membership Kits C

1 Luggage, 2 Coffee Table Book, 1 Folder
Membership Certificate.
Weight: 6 Kgs.
Dimension: 38 x 25 x 57 cm
Volumetric Weight: 16 kgs.

Destinations:
Luzon – 3 consignees
Visayas – 4 consignees
Mindanao – 1 consignee

Cost Estimate:
Metro Manila – PhP175.00/kgs
Luzon – PhP210.00/Kgs.
Visayas – PhP215.00 / Kgs.
Mindanao – PhP220.00 / Kgs.

TECHNICAL SPECIFICATIONS	Statement of Compliance Bidders must state here either "Comply" or
Items will be pick up at TPB office for Complete	
All necessary labels and materials should be	
Door to Door Air Freight Delivery	
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	
Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient	

	Ensure that the item are properly package and delivered in good conditions			
	Provide cost quotation per box/weight and per			
	TPB will only charge on actual delivered item base on actual weight or dimension and should			
	Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and			
	<p>I hereby certify to comply and deliver all of the above requirements.</p> <p>Name of Company Signature over Printed Name Date of the authorized representative</p>			
Terms	30 days upon receipt of invoice			
ABC	Php 63,325.00 inclusive of all applicable taxes			

Please submit your quotation and legal documents not later than **October 13, 2021, 12:00 Noon** thru email at 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. Notarized Omnibus Sworn Statement