

TECHNICAL SPECIFICATIONS

as of 4 November 2021

2nd Tourism & Technology Forum (TTF2)

7-8 October 2021 | Manila, Philippines

SHIPMENT OF GIVEAWAYS TO TTF2 PARTICIPANTS

I. BACKGROUND

The Tourism Promotions Board (TPB) Philippines organized the 2nd edition of Tourism & Technology Forum (TTF2) last 7-8 October 2021 in a virtual format. The forum presented a series of plenary sessions that aims to re-skill the tourism stakeholders in marketing and promoting their products and services through digital avenues. More than 2,000 delegates have registered and joined the 2-day forum.

In view of this, the TPB MICE Department is in need of a courier service that can facilitate the delivery and shipment of set giveaways and prizes to identified delegates and speakers.

II. SPECIFICATIONS

Product	Quantity	Size	Weight
Package A: TPB Giveaway Philippine Bucket List Book <i>*For Foreign Speakers</i>	3	3cm x 26cm x 24cm	2.5kg
Package B: 1) Incentivized "On-the-Go" Kit - Solar Power Bank 50000 mAh - 4 in 1 Laptop Stand Bag Leather Sleeve 2) TPB Giveaways - Weaving Bag "Long Champ" Black - PhilCare Kit - Magnetic Pencil Case - Hygienic Touch Tool Key Chain - Destination Luggage Tag - IMFITP Screen Cleaner	118 sets	1.35 in x 11in x 15in	2.0kg
Package C: TPB Giveaways - Magnetic Pencil Case - Hygienic Touch Tool Key Chain - Weaving Bag "Long Champ" Black - Destination Luggage Tag - IMFITP Screen Cleaner - IMFITP T-Shirt <i>Note: Courier Service should provide a customized box for Package C</i>	645 sets	8.3 x 11.7 in	1kg
Package D: TPB Giveaway - Passport Organizer Wallet w/ weave cloth - IMFITP Notebook - IMFITP Screen Cleaner - IMFITP T-Shirt - IMFITP String Bag <i>Note: Courier Service should provide a customized box for Package D</i>	332 sets	5.70 x 8.26 in	1kg

**** See attached preliminary list of consignees with mailing address**

****TPB will provide the final list for shipment with complete address and contact information of consignees to the winning bidder.**

****Supplier must print and attach a DOT-TPB Compliment on each package (TPB to provide layout)**

III. DELIVERY / SHIPMENT REQUIREMENTS

- TPB will provide the supplier the complete list and actual delivery address of recipients. Winning bidder is expected to ensure the privacy of the addresses and to be used only for the purpose of delivering/shipping of the event giveaways.
- A compliment card must be printed and attached by the supplier on each packager (TPB to provide layout)
- The supplier must be able to deliver or facilitate the safe delivery of the packages to the intended recipients locally and internationally, as specified in the list of address given within 15 days upon endorsement of TPB.

- All deliveries must be packed and sealed securely with complete information of the recipient and bear the FRAGILE sticker/s (*c/o supplier*).
- The supplier must submit to TPB the proof of delivery to all recipients within 15 days upon completion of delivery.

IV. TARGET DELIVERY DATE

All packages must be delivered to recipients on or before 25 November 2021 (*subject to change, based on approval date*).

V. ELIGIBILITY REQUIREMENTS

Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

Approved Budget for the Contract (ABC) is **NINE HUNDRED EIGHTY-SEVEN THOUSAND THREE HUNDRED PESOS (PHP 987,300.00)** inclusive of all applicable fees and taxes.

- Accepts send-bill arrangement. Billing should be based on the actual number of deliveries.

VII. PAYMENT TERMS

Send bill to the Tourism Promotions Board; Final payment in 30 days upon completion of deliverables and receipt of invoice, billing and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

- Statement of Account / Billing Statement addressed to:

MARIA ANTHONETTE C. VELASCO - ALLONES
 Chief Operating Officer
 Tourism Promotions Board
 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

- Copy of Official Receipt
- Payment will be made through LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

VIII. CONTACT PERSONS

For particulars, please contact TPB-MICE Organizing Committee:

1. Ms. Natasha Blanquisco
 Convention Services Officer III, MICE Department
 natashia_blanquisco@tpb.gov.ph
2. Ms. Divina Andres
 Convention Services Officer II, MICE Department
 divina_andres@tpb.gov.ph