

## Request for Quotation

May 30, 2022

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

Quotation No. TPB-PR.2022.05.173

PR No. 4.037 IPD North Asia Div.

Requirements : PACKAGING AND SHIPMENT SERVICES OF CORPORATE GIVEAWAYS

Project Title : PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2021 HYBRID EDITION

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	Packaging and door to door delivery <b>Item A:</b> <b>Contents per box: (1 pc per item)</b> <ul style="list-style-type: none"> <li>• Ukulele</li> <li>• TPB Notebook</li> <li>• TPB Conference Bag</li> <li>• World Adaptor with USB Connector</li> <li>• USB Card Box and Cable cord</li> <li>• Destination Luggage Tag</li> <li>• Destination Map (Davao)</li> <li>• Destination Map (Iloilo)</li> <li>• Destination Map (Palawan)</li> <li>• Destination Map (Subic)</li> <li>• Destination Map (Siargao)</li> <li>• Destination Map (Boracay)</li> <li>• Destination Map (Manila)</li> <li>• Destination Map (Cebu &amp; Bohol)</li> <li>• Omnibus Primer (English)</li> <li>• Dive Brochure</li> </ul>	998,000.00	998,000.00

**Dimension and weight per box:**

**3.5 kg**

**L= 70 cm**

**W= 28 cm**

**H=16 cm**

Total consignees for Item A: 121

Destinations:

Armenia: 1

Australia: 2

Bahrain: 1

Canada: 2

China: 7

France: 1

Germany: 1

Hongkong: 5

India: 5

Indonesia: 1

Israel: 6

Italy: 6

Japan: 9

Malaysia: 7

Myanmar: 1

Netherlands: 3

New Zealand: 2

Oman: 1

Poland: 1

Portugal: 2

Qatar: 1

Russia: 4

Saudi Arabia: 3

Singapore: 6

South Korea: 11

Spain: 11

Switzerland: 1

Taiwan: 5

UAE: 4

UK: 3

US: 4

Vietnam: 4

**Item B:**

**Contents per box: (1 pc per item)**

- Bamboo Watch
- Ukulele
- TPB Notebook
- TPB Conference Bag
- World Adaptor with USB Connector
- USB Card Box and Cable cord
- Destination Luggage Tag
- Destination Map (Davao)
- Destination Map (Iloilo)
- Destination Map (Palawan)
- Destination Map (Subic)
- Destination Map (Siargao)
- Destination Map (Boracay)
- Destination Map (Manila)
- Destination Map (Cebu & Bohol)
- Omnibus Primer (English)
- Dive Brochure

Dimension and weight per box:

3.5 kg

L= 70 cm

W= 28 cm

H=16 cm

Total consignees for Item B: 3

Destinations:

- 1) SAN ANDRES BUKID, METRO MANILA
- 2) Edmonson Park, NSW, 2174 Australia
- 3) Harrington Park NSW 2567, Australia

Note: Supplier should submit the Statement of Compliance

**TECHNICAL SPECIFICATIONS**

**Statement of Compliance**  
Bidders must state here either "Comply" or

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.			
	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 items 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/paid by the supplier.			
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>998,000.00</b> inclusive of all applicable taxes				

Please submit your quotation and legal documents not later than **June 7, 2022, 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 (Revised)