

## REQUEST FOR QUOTATION

December 16, 2022

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

**RFQ No.** TPB-PR.2022.12.514(2<sup>nd</sup> Posting)

**PR No.** 11.095

**REQUIREMENTS:** Shipment of Promo Mats in Connection with the Philippines Participation in the Boot Dusseldorf and ITB Berlin 2023

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Accomplished Statement of Compliance to the Technical Specifications</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. BIR Certificate of Registration</li> <li>4. Notarized Omnibus Sworn Statement</li> <li>5. SEC/DTI Certificate of Registration</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>	PhP300,000.00	PhP300,000.00
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is PhP300,000.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **December 22, 2022 on or before 12:00 P.M.**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.

**ROSELLE D. ROMERO**

Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**MR. SOCRATES G. TORRES**  
(8) 525-9318 local 266

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**REQUIREMENTS:** Shipment of Promo Mats in Connection with the Philippines Participation in the Boot Dusseldorf and ITB Berlin 2023

**RFQ No. TPB-PR.2022.12.514(2nd Posting)**

ITEM 1 LOT	TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	Items: Promotional Materials and Corporate Giveaways Total boxes: 10 boxes Declare Value: USD 4,242.80 - No Commercial Value Recipients: Philippine Department of Tourism -Frankfurt	
2	<ol style="list-style-type: none"> <li>1. Items will be picked up from TPB office for complete packaging and labeling</li> <li>2. All necessary labels and materials should be provided by the winning service provider</li> <li>3. Door to Door International Air Freight Delivery Service</li> <li><b>4. Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and other applicable charges to be shouldered by the winning bidder/courier company</b></li> <li>5. Supplier/Courier Company must pay the amount to TPB in case of lost or damages.</li> <li>6. Ensure that the goods arrive in good condition and short possible at the destination.</li> <li><b>7. Submit delivery timelines during the submission of the bid.</b></li> <li>8. TPB will only charge on actual delivered item based on actual weight or dimension and should not be over the Contract Amount.</li> <li>9. Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient immediately after the delivery of item</li> <li>10. Provide cost quotation per box/weight and per destinations</li> </ol>	
3	Delivery: Delivery timeline should be 15 calendar days upon dispatch from the TPB office  (Not including freight and customs delays)	

<b>Box No. / Dimension</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit amount in USD</b>
Box 1 (L-43CM W-26CM H-23CM) Actual Weight: 20 kg	Omnibus Primer (English)	100 pcs	0.11
	Boracay Brochure	50 pcs	0.084
	Cebu/Bohol Brochure	50 pcs	0.087
	Davao Brochure	50 pcs	0.44
	Ilocos Brochure	100 pcs	0.44
	Iloilo and Guimaras Brochure	50 pcs	0.087
	Manila Brochure	100 pcs	0.44
	Surigao Brochure	50 pcs	0.44
Western Visayas Brochure	50 pcs	0.44	
<b>Box No. / Dimension</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit amount in USD</b>
Box 2 (L-43CM W-26CM H-23CM) Actual Weight: 20 kg	Omnibus Primer (English)	100 pcs	0.11
	Boracay Brochure	50 pcs	0.084
	Cebu/Bohol Brochure	50 pcs	0.087
	Davao Brochure	50 pcs	0.44
	Ilocos Brochure	100 pcs	0.44
	Iloilo and Guimaras Brochure	50 pcs	0.087
	Manila Brochure	100 pcs	0.44
	Surigao Brochure	50 pcs	0.44
Western Visayas Brochure	50 pcs	0.44	
<b>Box No. / Dimension</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit amount in USD</b>
Box 3 (L-43CM W-26CM H-23CM) Actual Weight: 20 kg	Omnibus Primer (English)	100 pcs	0.11
	Boracay Brochure	50 pcs	0.084
	Cebu/Bohol Brochure	50 pcs	0.087
	Davao Brochure	50 pcs	0.44
	Ilocos Brochure	100 pcs	0.44
	Iloilo and Guimaras Brochure	50 pcs	0.087
	Manila Brochure	100 pcs	0.44
	Surigao Brochure	50 pcs	0.44
Western Visayas Brochure	50 pcs	0.44	

<b>Box No. / Dimension</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit amount in USD</b>
Box 4 (L-43CM W-26CM H-23CM) Actual Weight: 20 kg	Omnibus Primer (English)	100 pcs	0.11
	Boracay Brochure	50 pcs	0.084
	Cebu/Bohol Brochure	50 pcs	0.087
	Davao Brochure	50 pcs	0.44
	Ilocos Brochure	100 pcs	0.44
	Iloilo and Guimaras Brochure	50 pcs	0.087
	Manila Brochure	100 pcs	0.44
	Surigao Brochure	50 pcs	0.44
Western Visayas Brochure	50 pcs	0.44	
<b>Box No. / Dimension</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit amount in USD</b>
Box 5 (L-43CM W-26CM H-23CM) Actual Weight: 20 kg	Omnibus Primer (English)	100 pcs	0.11
	Boracay Brochure	50 pcs	0.084
	Cebu/Bohol Brochure	50 pcs	0.087
	Davao Brochure	50 pcs	0.44
	Ilocos Brochure	100 pcs	0.44
	Iloilo and Guimaras Brochure	50 pcs	0.087
	Manila Brochure	100 pcs	0.44
	Surigao Brochure	50 pcs	0.44
Western Visayas Brochure	50 pcs	0.44	
<b>Box No. / Dimension</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit amount in USD</b>
Box 6 (L-43CM W-26CM H-23CM) Actual Weight: 20 kg	Boracay Brochure	100 pcs	0.084
	Cebu/Bohol Brochure	150 pcs	0.087
	Davao Brochure	100 pcs	0.44
	Surigao Brochure	100 pcs	0.44
	Western Visayas Brochure	100 pcs	0.44
	Iloilo and Guimaras Brochure	100 pcs	0.44

<b>Box No. / Dimension</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit amount in USD</b>
Box 7 (L-43CM W-26CM H-23CM) Actual Weight: 24 kg	Western Visayas Brochure Davao Brochure Surigao Brochure Cebu & Bohol Brochure Boracay Brochure Iloilo Brochure	150 pcs 150 pcs 150 pcs 100 pcs 150 pcs 150 pcs	0.44 0.44 0.087 0.084 0.44 0.44
<b>Box No. / Dimension</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit amount in USD</b>
Box 8 (L-43CM W-22CM H-24CM) Actual Weight: 20 kg	Cube Luggage Organizer (2 in 1) Passport Organizer & Wallet w/ weave cloth (KIPLING)	100 pcs 100 pcs	6.70 6.70
<b>Box No. / Dimension</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit amount in USD</b>
Box 9 (L-43CM W-22CM H-24CM) Actual Weight: 20 kg	Cube Luggage Organizer (2 in 1) Passport Organizer & Wallet w/ weave cloth (KIPLING)	100 pcs 100 pcs	6.70 6.70
<b>Box No. / Dimension</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit amount in USD</b>
Box 10 (L-54CM W-52CM H-28CM) Actual Weight: 15 kg	Diving Destinations PH Brochure	1000 pcs	0.44
5	1) CONSIGNE ADDRESS: Philippine Department of Tourism-Frankfurt Kaiserhof Strasse 7		

	D-60313, Frankfurt Am Main, Germany	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date