

## REQUEST FOR QUOTATION

February 9, 2023

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

**Quotation No.** TPB-PR.2023.02.018  
**PR No.** 2.012

**REQUIREMENTS: Domestic Shipment Services**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Company Profile</li> <li>Accomplished Statement of Compliance to the Technical Specifications</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>BIR Certificate of Registration</li> <li>Notarized Omnibus Sworn Statement</li> <li>SEC/DTI Certificate of Registration</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>Technical Specifications</li> <li>Statement of Compliance to the Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>	PhP25,000.00	PhP25,000.00
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP25,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **February 14, 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.

(SGD)

**ELOISA A. 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: Domestic Shipment Services (PR No. 2.012)

Quotation No. TPB-PR.2023.02.018

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)															
1	Items will be pick up at TPB office for Complete Packaging and labelling																
2	All necessary labels and materials should be provided by the winning service provider																
3	Door to Door Air Freight Delivery Service																
4	Supplier will pay the amount to TPB in case of lost or damages.																
5	Submit delivery timelines during submission of bid																
6	The winning service provider will assign a contact person to monitored the delivery of item																
7	Supplier should submit billing and proof of delivery upon completion																
8	Service Provider will ensure that the items are properly package and delivered in good conditions when arrived to consignee in the shortest possible time																
9	TPB will only charge on actual delivered boxes should not be over the Contract Amount.																
10	Project: 8th International Travel Festival, 24-26 March 2023 Contact Person: Ms. Stephanie Villahermosa Contact Number: 0977 824 1287 Destination: Divaishnavi International, Inc. Unit3-C Maryville Place C. Rosal Street, Camputhaw, Cebu City																
11	<table border="1"> <tr> <td>BOX 1</td><td></td><td></td></tr> <tr> <td>Weight: 23 kgs</td><td>HxWxL: 24x53x51 cm</td><td></td></tr> <tr> <td>Packing List</td><td>Cost: (in Php)</td><td>No. of item in the box</td></tr> <tr> <td>Catcha Bag</td><td>180.00</td><td>28 pieces</td></tr> <tr> <td>Kain Na Book</td><td>995.00</td><td>29 pieces</td></tr> </table>	BOX 1			Weight: 23 kgs	HxWxL: 24x53x51 cm		Packing List	Cost: (in Php)	No. of item in the box	Catcha Bag	180.00	28 pieces	Kain Na Book	995.00	29 pieces	
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Weight: 23 kgs	HxWxL: 24x53x51 cm																
Packing List	Cost: (in Php)	No. of item in the box															
Catcha Bag	180.00	28 pieces															
Kain Na Book	995.00	29 pieces															

12	BOX 2			
	Weight:25 kgs	HxWxL: 37x51x51 cm	No. of item in the box	
	Packing List	Cost: (in PhP)		
	Cacha Bag	180.00	40 pieces	
	Kain Na Book	995.00	28 pieces	
	Bamboo Ballpen w/holder	80.00	100 pieces	
13	BOX 3			
	Weight: 28 kgs	HxWxL: 31x51x51 cm	No. of item in the box	
	Packing List	Cost: (in PhP)		
	Kain Na Book	995.00	12 pieces	
	Cacha Bag	180.00	32 pieces	
	TPB Notebook	42.24	100 pices	

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

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

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

\_\_\_\_\_  
Date