

REQUEST FOR QUOTATION

April 24, 2023

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

Quotation No. TPB-PR.2023.04.070

REQUIREMENTS: Door-to-Door International Air Freight Delivery Service

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specifications <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Update Business/Mayor's permit 3. BIR Certificate of Registration 4. Notarized Revised Omnibus Sworn Statement 5. SEC/DTI Certificate of Registration <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance to the Technical Specifications <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 	PhP100,000.00	PhP100,000.00
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is PhP100,000.00 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 **April 28, 2023 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: Door-to-Door International Air Freight Delivery Service

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ITEM	TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<p>Items: Promotional Materials</p> <p>Total boxes: 2 boxes</p> <p>Recipients: Philippine Department of Tourism-Osaka, Japan Office</p>	
2	<ol style="list-style-type: none"> Items will be picked up from TPB office for complete packaging and labeling All necessary labels and materials should be provided by the winning service provider Door to Door International Air Freight Delivery Service 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 Supplier/Courier Company must pay the amount to TPB in case of lost or damages. Ensure that the goods arrive in good condition and short possible at the destination. Submit delivery timelines during the submission of the bid. TPB will only charge on actual delivered item based on actual weight or dimension and should not be over the Contract Amount. Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient immediately after the delivery of item Provide cost quotation per box/weight and per destinations 	
3	<p>Delivery:</p> <p>Delivery timeline should be 15 calendar days upon dispatch from the TPB office</p> <p>(Not including freight and customs delays)</p>	
4		

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
 Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

		Box No. / Dimension	Item	Quantity	Unit amount in USD				
		BOX 1 51cm X 51cm X 51cm Actual Weight: 22 kg	Currency Wallet	89 pcs	3.21				
			Travel Packing Pouch	49 pcs	2.68				
			Magnetic Pencil Case	49 pcs	5.18				
			Screen Cleaner	60 pcs	0.75				
			Hygienic Tool Keychain	47 pcs	3.04				
			Toiletries Kit	30 pcs	1.75				
			TOTAL		912.21				
		Box No. / Dimension	Item	Quantity	Unit amount in USD				
						BOX 2 51cm X 51cm X 51cm Actual Weight: 29 kg	Dive Brochures	860 pcs	0.04
							Central Visayas Brochures	74 pcs	0.60
							Passport Organizer	20 pcs	13.73
							Philippine Map	80 pcs	0.11
							TOTAL		362.20
5	1) CONSIGNE ADDRESS: Philippine Department of Tourism 6F Itoh Bldg., Singapore Market Representative 3-6-14 Minami Honmachi Chuo-ku Osaka, Japan, 541-0054 Work Phone: (81) (6) 6251 2400								

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date