

## REQUEST FOR QUOTATION

June 19, 2023

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

**Quotation No.** TPB-PR.2023.06.114

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

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. Update Business/Mayor's permit</li> <li>3. BIR Certificate of Registration</li> <li>4. Notarized Revised 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. Technical Specifications</li> <li>2. 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>	PhP150,000.00	PhP150,000.00
	<p><b>TECHNICAL SPECIFICATION</b></p> <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>4. Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and other</li> </ol>		

- applicable charges to be shouldered by the winning bidder/courier company
5. Supplier/Courier Company must pay the amount to TPB in case of lost or damages.
  6. Ensure that the goods arrive in good condition and short possible at the destination.
  7. Submit delivery timelines during the submission of the bid.
  8. TPB will only charge on actual delivered item based on actual weight or dimension and should not be over the Contract Amount.
  9. Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient immediately after the delivery of item
  10. Provide cost quotation per box/weight and per destinations

**Delivery:**

Delivery timeline should be 15 calendar days upon dispatch from the TPB office

(Not including freight and customs delays)

Box No. / Dimension	Item	Quantity	Unit amount in USD
BOX 1 51cm X 51cm X 51cm  Actual Weight: 22 kg	Vegan Leather Laptop Bag	13 pcs.	35.81
	<b>TOTAL</b>		465.53

Box No. / Dimension	Item	Quantity	Unit amount in USD
BOX 2 51cm X 51cm X 51cm  Actual Weight: 22 kg	Vegan Leather Laptop Bag	12 pcs	35.81
	Philippine Fabric Face Mask with Pouch	23 pcs	4.48
	<b>TOTAL</b>		532.76


Box No. / Dimension	Item	Quantity	Unit amount in USD
BOX 3 51cm X 51cm X 51cm	Black Tote Bag	100 pcs	2.60
	Handwoven Scarf	22 pcs	26.86
	Philippine Fabric Face Mask with Pouch	39 pcs	4.48

	Actual Weight: 29 kg	<b>TOTAL</b>		1,025.64		
	Box No. / Dimension	Item	Quantity	Unit amount in USD		
	BOX 4 51cm X 51cm X 51cm	Vegan Leather Laptop Bag	14 pcs.	35.81		
	Actual Weight: 22 kg	<b>TOTAL</b>		501.34		
	Box No. / Dimension	Item	Quantity	Unit amount in USD		
	BOX 5 51cm X 51cm X 51cm	Vegan Leather Laptop Bag	13 pcs.	35.81		
	Actual Weight: 22 kg	<b>TOTAL</b>		465.53		
	CONSIGNE ADDRESS: Philippine Department of Tourism - Korea Suites 102 & 801 Paiknam Bldg., Euljiro 1 ilga, Jung-gu, Seoul, 100-191, South Korea Tel. no.: (822) 5982290					
Terms	30 days upon receipt of invoice					
ABC	Approved Budget for Contract (ABC) is PhP150,000.00 inclusive of all applicable taxes					

Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **June 26, 2023 on or before 12:00 Noon**, 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: Door-to-Door International Air Freight Delivery Service to Korea**

**Quotation No. TPB-PR.2023.06.114**

ITEM	TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)												
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### 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

	Actual Weight: 22 kg				
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	Tel. no.: (822) 5982290	

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

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

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

\_\_\_\_\_  
Date