

## REQUEST FOR QUOTATION

August 11, 2023

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

**Quotation No.** TPB-PR.2023.08.173

**PR No.** 5.023

**REQUIREMENTS:** Door to Door Domestic Courier Services

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SPECIFICATION</b></p> <p>Items will be pick up at TPB office for Complete Packaging and labelling</p> <p>All necessary labels and materials should be provided by the winning service provider</p> <p>Door to Door Air Freight Delivery Service</p> <p>Supplier will pay the amount to TPB in case of lost or damages.</p> <p>Submit delivery timelines during submission of bid</p> <p>The winning service provider will assign a contact person to monitored the delivery of item</p> <p>Supplier should submit billing and proof of delivery upon completion</p> <p>Service Provider will ensure that the items are properly package and delivered in good conditions when arrived to consignee in the shortest possible time</p> <p>TPB will only charge on actual delivered boxes should not be over the Contract Amount.</p> <p>Items should deliver by the supplier to consignee 3-7 days after pick up at TPB Office</p>	PhP6,000.00	PhP6,000.00

**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 1		
Weight: 4 kgs	HxWxL: 16 x 22 x 11 cm	
BBMG Brochure	Php 6.40 per pc.	500 pcs.

Address: Cope Development Corp. Building 2  
Ground Floor  
Unit 1-5, CM Recto St. Davao City

BOX 1		
Weight: 4 kgs	HxWxL: 16 x 22x 11 cm	
BBMG Brochure	Php 6.40 per pc.	500 pcs.

Address: Ground Floor, LDM Building Cor.  
Legaspi and MJ Cuenco Streets 6000 Cebu City

BOX 1		
Weight: 4 kgs	HxWxL: 16 x 22 x 11 cm	
BBMG Brochure	Php 6.40 per pc.	500 pcs.

Address: Ground Floor, Clark Center Two-2, Clark Center , Jose Abad Santos Avenue, Clark Freeport Zone 2009, Pampanga

#### **TECHNICAL REQUIREMENTS**

1. Company Profile
2. Accomplished Statement of Compliance to the Technical Specifications

#### **LEGAL REQUIREMENTS**

1. PhilGEPS Registration Certificate
2. Business/Mayor's permit
3. Income/Business Tax Return
4. Notarized Omnibus Sworn Statement
5. SEC/DTI Certificate of Registration

#### **Attachments:**


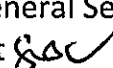
1. Technical Specifications
2. Statement of Compliance to the Technical Specifications

	<b>Note:</b> 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.		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP6,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) not later than **August 16, 2023 on or before 5:00 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 

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**REQUIREMENTS: Door to Door Domestic Courier Services (PR No. 5.023)**

**Quotation No. TPB-PR.2023. 08.173**

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

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

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

\_\_\_\_\_  
Date