

June 16, 2025

## REQUEST FOR QUOTATION

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

**RFQ No.** : **TPB-RFQ 2025.06.171**  
**PR No.** : **2025.05.002**  
**Requirements** : **3<sup>rd</sup> Posting for the Courier Service Provider for the Philippine Participation in the World EXPO 2025 Osaka, Japan**

Quantity	Particulars	Estimated Unit Price	Total Cost (PhP)
1 lot	<b>Courier Services Provider</b>	PhP66,000.00	PhP66,000.00
	<p><b>SCOPE OF DELIVERABLES/DELIVERABLES</b></p> <ul style="list-style-type: none"> <li>• Door to Door International Air Freight Delivery Service.</li> <li>• Duties and Taxes, Destination Clearance, Export Declaration, Enhanced Liabilities, Priority Services Charge, Fuel Surcharges, and other applicable charges to be shouldered of the supplier /company/winning bidder.</li> <li>• Upon picking up of the items from the TPB office, the winning bidder will provide the packing and labelling for the items indicated in the packing list prior delivery in accordance with the guidelines set by the Expo Association for handling freight and customs.</li> <li>• Ensure that the items/goods will arrive in good condition to the consignee and in the shortest possible time.</li> <li>• The supplier will pay the TPB in case of loss or damages.</li> <li>• Supplier assigned a contract person to monitor the delivery of items.</li> <li>• The supplier submits the consolidated</li> </ul>		

	<p>copy of proof of delivery of the recipient immediately after the delivery of the items.</p> <ul style="list-style-type: none"> <li>• A company can provide tailor-made services to meet the TPB needs:</li> <li>• To provide complete cargo transportation services between land, sea, and air to deliver the TPB promotional materials and giveaways.</li> <li>• To provide a complete range of cargo services including packaging, transportation, transshipment and storage/warehousing service</li> <li>• To provide a fast &amp; accurate, high quality, comparative cost effective and multifunctioning cargo transportation services</li> </ul>		
	<p><b>OTHER QUALIFICATIONS OF THE BIDDERS</b></p> <ul style="list-style-type: none"> <li>• Must be Filipino owned, operated, and legally registered as a Freight Forwarder, Cargo Forwarder, Trucking, Logistics, Hauling, Courier, Seafreight, Airfreight company under Philippine laws;</li> <li>• Must have a minimum of 5 years in operations.</li> <li>• Bidders must be an official Freight Forwarder of Expo 2025 Osaka, Japan</li> </ul>		
	<p><b>COMMODITY</b></p> <ul style="list-style-type: none"> <li>- Items for Display and Exhibition Purposes only, (Please see the attached Pro Forma Invoice and Packing List)</li> </ul> <p><b>A. COMPANY NAME :</b>  <b>PHILIPPINE ORGANIZING COMMITTEE</b>  B8-B9, World Expo Site, Yumeshima, Osaka, Japan  Tel no.: 0674943606</p> <p><b>B. SHIPPER'S NAME : TOURISM</b>  <b>PROMOTIONS BOARD</b>  6/F, Five E-Com Center, Harbor Drive, MOA Complex,  Pasay City, 1300  Tel. No.: +632 85259318 to 27</p>		

**C. ORIGIN OF GOODS : Manila,**  
Philippines

**D. NO. OF BOXES : 8 Boxes**

**E. DETAILS OF DESCRIPTION : For exhibition**  
/ display purposes

Box Number	Item	Quantity	Unit Amount in USD	Total Amount in USD	Total Weight
01 50.8 x 33.02 x 43.18 cm	Glass Cylinder (15 x 9)	2	11.39	22.78	11.5 KG
	Glass Cylinder (13 x 5)	2	3.58	7.16	
	Glass Cylinder (4 x 6)	2	1.77	3.54	
TOTAL AMOUNT IN USD:				33.48	

Box Number	Item	Quantity	Unit Amount in USD	Total Amount in USD	Total Weight
02 45.72 x 33.02 x 43.18 cm	Glass Cylinder (4 x 6)	1	1.77	1.77	11.5 KG
	Glass Cylinder (12 x 8)	1	6.95	6.95	
	Glass Cylinder (13 x 5)	3	3.58	10.74	
	Glass Cylinder (10 x 8)	1	5.79	5.79	
TOTAL AMOUNT IN USD:				25.25	

Box Number	Item	Quantity	Unit Amount in USD	Total Amount in USD	Total Weight
03 53.34 x 35.56 x	Glass Cylinder (4 x 6)	3	1.77	5.32	
	Glass Cylinder (12 x 7)	1	5.78	5.78	
45.72 cm	Glass Cylinder (7 x 9)	1	5.32	5.32	12 KG
	Glass Cylinder (13 x 5)	2	3.58	7.16	
TOTAL AMOUNT IN USD:				23.58	

Box Number	Item	Quantity	Unit Amount in USD	Total Amount in USD	Total Weight
04 43.18 x 40.64 x 27.94 cm	Glass Cylinder (4 x 6)	4	1.77	7.09	10KG
	Glass Cylinder (7 x 7.5)	1	3.44	3.44	
	Glass Cylinder (8 x 6)	1	3.11	3.11	
	Glass Cylinder (8 x 7.5)	1	3.93	3.93	
TOTAL AMOUNT IN USD:				17.57	
Box Number	Item	Quantity	Unit Amount in USD	Total Amount in USD	Total Weight
05 43.18 x 40.64 x 30.48 cm	Glass Cylinder (3 x 6)	2	1.51	3.02	9KG
	Glass Cylinder (8 x 5)	1	2.89	2.89	
	Glass Cylinder (9 x 7)	1	5.32	5.32	
TOTAL AMOUNT IN USD:				11.23	
Box Number	Item	Quantity	Unit Amount in USD	Total Amount in USD	Total Weight
06 99.06 x 33.02 x 33.02 cm	Kraft Paper	6	2.67	16.02	17.5KG
	Basket	2	2.11	4.22	
TOTAL AMOUNT IN USD:				20.24	
Box Number	Item	Quantity	Unit Amount in USD	Total Amount in USD	Total Weight
07 96.52 x 33.02 x 35.56 cm	Kraft Paper	7	2.67	18.69	20.5KG
	Basket	1	2.11	2.11	
	String Abaca	2	2.63	5.26	
TOTAL AMOUNT IN USD:				26.06	
Box Number	Item	Quantity	Unit Amount in USD	Total Amount in USD	Total Weight
08 90 x 15 x 90 cm	Anahaw Fan Giant	4	7.02	28.08	3 KG
TOTAL AMOUNT IN USD:				28.08	

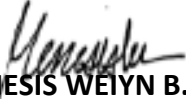
	<b>PROJECT IMPLEMENTATION SCHEDULE AND DURATION OF THE PROJECT</b> <ul style="list-style-type: none"> <li>The contract shall commence from the date of execution of the Purchase Order (PO) until all items are received by Consignee at the Philippine Pavilion, Expo 2025 Osaka, Japan.</li> <li>Schedule of delivery within Seven (7) Working Days from the date of receipt of the Notice to Proceed, not included the Flight and Custom Delay.</li> </ul>		
	<b>PROJECT OFFICERS CONTACT INFORMATION</b> <b>Primary</b> Name: Roselle D. Romero Email: <a href="mailto:roselle_romero@tpb.gov.ph">roselle_romero@tpb.gov.ph</a>  <b>Alternate</b> Name: Edgar E. Parocha Email: <a href="mailto:edgar_parochas@tpb.gov.ph">edgar_parochas@tpb.gov.ph</a>		
	<b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b> <ol style="list-style-type: none"> <li>Company profile (New Supplier only)</li> <li>SEC/DTI Registration Certificate</li> <li>Statement of Compliance to the Technical Specification (<b>Annex "A"</b>)</li> </ol> <b>LEGAL REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>PhilGEPS Certificate</li> <li>Mayor's Business Permit (2025)</li> <li>Business/ITR Certificate</li> <li>Omnibus Sworn Statement (<b>Annex "B"</b>)</li> </ol> <b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>Statement of Compliance to the Technical Specification (<b>Annex "A"</b>)</li> <li>Omnibus Sworn Statement (<b>Annex "B"</b>)</li> </ol>		
	<b>NOTE:</b> <ol style="list-style-type: none"> <li><b>Quotation</b> - All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms	30 days from receipt of the Invoice		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>PhP66,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email addresses: [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **23 June 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein and the

shortest time of delivery.

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.

  
**GENESIS WEIYN B. LEE**

Acting Head, Procurement Management Division  
Finance Department

**Contact person:        Jose T. Ducusin, Jr.**

<b><u>TECHNICAL SPECIFICATION</u></b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance (comply /not comply)</b>
A.	<b>Courier Services Provider</b> <b>ABC : PhP65,000.00</b>	1 lot	
	<b>SCOPE OF DELIVERABLES/DELIVERABLES</b> <ul style="list-style-type: none"> <li>• Door to Door International Air Freight Delivery Service.</li> <li>• Duties and Taxes, Destination Clearance, Export Declaration, Enhanced Liabilities, Priority Services Charge, Fuel Surcharges, and other applicable charges to be shouldered of the supplier /company/winning bidder.</li> <li>• Upon picking up of the items from the TPB office, the winning bidder will provide the packing and labelling for the items indicated in the packing list prior delivery in accordance with the guidelines set by the Expo Association for handling freight and customs.</li> <li>• Ensure that the items/goods will arrive in good condition to the consignee and in the shortest possible time.</li> <li>• The supplier will pay the TPB in case of loss or damages.</li> <li>• Supplier assigned a contract person to monitor the delivery of items.</li> <li>• The supplier submits the consolidated copy of proof of delivery of the recipient immediately after the delivery of the items.</li> <li>• A company can provide tailor-made services to meet the TPB needs:</li> <li>• To provide complete cargo transportation services between land, sea, and air to deliver the TPB promotional materials and giveaways.</li> <li>• To provide a complete range of cargo services including packaging,</li> </ul>		

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	<b>Box Number</b>	<b>Item</b>	<b>Quantity</b>	<b>Unit Amount in USD</b>	<b>Total Amount in USD</b>	<b>Total Weight</b>
	08	Anahaw Fan Giant	4	7.02	28.08	3 KG
	90 x 15 x 90 cm					
	<b>TOTAL AMOUNT IN USD:</b>				<b>28.08</b>	
	<b>PROJECT IMPLEMENTATION SCHEDULE AND DURATION OF THE PROJECT</b>					
	<ul style="list-style-type: none"> <li>The contract shall commence from the date of execution of the Purchase Order (PO) until all items are received by Consignee at the Philippine Pavilion, Expo 2025 Osaka, Japan.</li> <li>Schedule of delivery within Seven (7) Working Days from the date of receipt of the Notice to Proceed, not included the Flight and Custom Delay.</li> </ul>					
	<b>BIDDER QUALIFICATIONS</b>					
	<ol style="list-style-type: none"> <li>Must be an IT company operating for at least Three (3) Years.</li> <li>Must have an updated Certification as an Authorized Reseller for the said product</li> </ol>					

**I hereby certify to Comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**Jurat**

*[Format shall be based on the latest Rules on Notarial Practice]*