

REQUEST FOR QUOTATION

January 30, 2024

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

Quotation No. TPB-PR.2024.01.031

PR No. 01.028

REQUIREMENTS: Customized Packaging and Door to Door Air Freight Delivery Service of Promotional Materials and Giveaways

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SPECIFICATION</p> <p>Items will be pick up at TPB office for Complete Packaging and labelling</p> <p>Winning bidder must provide a form to confirm the order of deliveries / proof of deliveries.</p> <p>For Every delivery request the TPB will inform the winning bidder, to pick-up the items for shipment at TPB office at least 3 calendar day lead time.</p> <p>For Domestic delivery attempt there must be maximum of two (2) delivery attempts to all consignees. If the 2nd delivery attempt still failed the items will be returned to TPB, completion of the two delivery attempts is considered completion of delivery, just present proof of delivery to TPB.</p> <p>If the consignee is requesting a change of delivery address, the winning bidder must inform the project officer before the delivery, TPB will not pay if their an additional cost.</p> <p>TPB may add additional consignee as long as this is within the budget.</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>	PhP295,000.00	PhP295,000.00

Supplier will pay the amount to TPB in case of lost or damages.

Submit delivery timelines during submission of bid

The winning service provider will assign a contact person to monitored the delivery of item

Service Provider will ensure that the items are properly package and delivered in good conditions when arrived to consignee in the shortest possible time

TPB will only charge on actual delivered boxes should not be over the Contract Amount.

Items should deliver by the supplier to consignee within 15 working days after pick up at TPB Office

Package 1:

Desk Calendar / 1 pc. / Weight: 0.4 Kgs.

Dimension: 1cm x 23cm x 18cm

Number of Consignees: 71

Destinations: Metro Manila

Package 2:

Desk Calendar/ 5 pcs. / Weight: 1.8 kgs.

Dimension: 2.5cm x 18cm x 23 cm

Number of Consignees: 16

Destination: Regional (16 Region)

TERMS OF PAYMENT

- Payment will be processed upon completion of the delivery
- Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications.
- TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier.

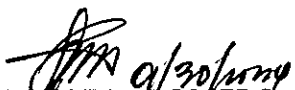
CONTRACT DURATION

	<p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p> <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. Business/Mayor's permit 3. Income/Business Tax Return/Tax Clearance 4. Notarized Omnibus Sworn Statement 5. SEC/DTI Certificate of Registration <p>Attachments:</p> <ol style="list-style-type: none"> 1. 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. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP295,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **05 February 2024 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

Contact Person
Contact No.

MR. SOCRATES G. TORRES
(8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: Customized Packaging and Door to Door Air Freight Delivery Service of Promotional Materials and Giveaways

Quotation No. TPB-PR.2024. 01.031

[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	Winning bidder must provide a form to confirm the order of deliveries / proof of deliveries	
3	Winning bidder must provide a form to confirm the order of deliveries / proof of deliveries	
4	For Domestic delivery attempt there must be maximum of two (2) delivery attempts to all consignees. If the 2nd delivery attempt still failed the items will be returned to TPB, completion of the two delivery attempts is considered completion of delivery, just present proof of delivery to TPB.	
5	If the consignee is requesting a change of delivery address, the winning bidder must inform the project officer before the delivery, TPB will not pay if their an additional cost.	
6	TPB may add additional consignee as long as this is within the budge	
7	All necessary labels and materials should be provided by the winning service provider	
8	Door to Door Air Freight Delivery Service	
9	Supplier will pay the amount to TPB in case of lost or damages.	
10	Submit delivery timelines during submission of bid	
11	The winning service provider will assign a contact person to monitored the delivery of item	
12	Service Provider will ensure that the items are properly package and delivered in good conditions when arrived to consignee in the shortest possible time	
13	TPB will only charge on actual delivered boxes should not be over the Contract Amount.	
14	Items should deliver by the supplier to consignee within 15 working days after pick up at TPB Office	

15	Package 1: Desk Calendar 1 pc. Weight: 0.4 Kgs. Dimension: 1cm x 23cm x 18cm Number of Consignees: 71 Destinations: Metro Manila	
16	Package 2: Desk Calendar 5 pcs. Weight: 1.8 kgs. Dimension: 2.5cm x 18cm x 23 cm Number of Consignees: 16 Destination: Regional (16 Region)	
17	TERMS OF PAYMENT <ul style="list-style-type: none"> • Payment will be processed upon completion of the delivery • Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications. • TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier. 	
18	CONTRACT DURATION <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date