

August 19, 2024

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

**Quotation No.** TPB-PR. 2024-08-219

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

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>Project Name: Tourism Expo Japan (TEJ) 2024, Tokyo Japan</p> <p>TECHNICAL SPECIFICATIONS:</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 applicable charges to be shouldered by the winning bidder/courier company</li> <li>5. Supplier/Courier Company must pay the amount to TPB in case of lost or damages.</li> <li>6. Ensure that the goods arrive in good condition and short possible at the destination.</li> <li>7. Submit delivery timelines during the submission of the bid.</li> <li>8. TPB will only charge on actual delivered item based on actual weight or dimension and should not be over the Contract Amount.</li> <li>9. Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient immediately after the delivery of item</li> <li>10. Provide cost quotation per box/weight and per destinations</li> <li>11. TERMS OF PAYMENT</li> </ol>	PhP700,000.00	PhP700,000.00

Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing. The supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

**Delivery:**

Delivery timeline should be 15 calendar days upon dispatch from the TPB office  
(Not including flight and customs delays)

Box Dimension	Item	Quantity	Unit amount in USD
51cm X 51cm X 51cm  Actual Weight: 30 kg	Box 1: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 2: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 3: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 4: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 5: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 6: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 7: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 8: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 9: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 10: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 11: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
	Box 12: Tote Bag with Love the Philippines Logo	85 pcs.	9.97
<b>TOTAL</b>		10,169.40	

**TECHNICAL AND LEGAL REQUIREMENTS**

1. Accomplished Statement of Compliance to the Technical Specifications
2. Mayor's / Business Permit

	3. PhilGEPS Registration Certificate 4. Income / Business Tax Return 5. Notarized Omnibus Sworn Statement 6. Company Profile 7. SEC / DTI Certificate <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.  <b>Attachment:</b> Technical Specification		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is Php700,000.00 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 **23 August 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, 6th Floor, Five E-com Center, Harbor Drive Mall Of Asia Complex, Pasay City.

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**  
OIC, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**MR. SOCRATES G. TORRES**  
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