

ANNEX A_TECHNICAL SPECIFICATIONS

TOURISM PROMOTIONS BOARD FRAMEWORK AGREEMENT FOR COURIER SERVICES 2025

The Tourism Promotions Board (TPB) intends to enter into a Framework Agreement with a courier service provider in 2025 based on the following technical specifications.

The approved budget for the contract is **TWO MILLION TWO HUNDRED THOUSAND PESOS ONLY (PHP2,200,000.00)** for the **Domestic Promotions Department's** shipment of various Collateral Materials.

TECHNICAL SPECIFICATIONS		
Item	Technical Specifications / Scope of Work	Compliance
1	<p>REQUIREMENTS:</p> <p>Customized packaging and Door-to-Door Air Freight Delivery Service of Promotional Materials and Giveaways</p>	
2	<p>PRICE SCHEDULE AND DESTINATIONS:</p> <p>The bidder must provide a call table with the cost per kilogram and volumetric weight per consignee for the following destinations:</p> <ul style="list-style-type: none">• Metro Manila• Luzon (Major City/Area)• Luzon (Out of Delivery Area)• Visayas (Major City/Area)• Visayas (Out of Delivery Area)• Mindanao (Major City/Area)• Mindanao (Out of Delivery Area)• International (Overseas based on the attached recipients) <p>See Annex 1a for the format.</p> <p>The bid proposal must include the price schedule per destination per kilogram for the abovementioned destinations. Call-off will be based on kilogram or volumetric weight for the abovementioned destinations whichever is higher.</p>	

	<p>Cost of packaging/ handling should be included in the bid price. The estimated number of packages requiring packaging/handling is 5%</p>	
3	<p>ITEMS FOR SHIPMENT:</p> <p>Promotional Materials and Giveaways – Details will be provided on a per call basis</p>	
4	<p>DURATION OF CONTRACT:</p> <p>Twelve (12) months validity upon issuance of the Notice to Proceed or until contract price has been consumed.</p>	
5	<p>CALL PROCESS:</p> <ul style="list-style-type: none"> • The bidder must provide a form to confirm the order on a per-need basis within the above-mentioned contract duration, and within the contract amount. • For every delivery request, TPB will inform the winning bidder, through the submission of the Call Order Form, to pick up the items for shipment with at least a 5-calendar-day lead time. • TPB will also provide the winning bidder with the packing list (with complete details, number of boxes, weight and dimension, area of delivery, number of consignees, description of promo mats and giveaways) via email before the pick-up. A copy of the Packing List will also be attached to the Call Order Form. • Upon receipt of the Call Order Form, the winning bidder shall reply with the confirmation, the date of pick-up and target date of delivery. • The winning bidder will pick up the items for delivery from the TPB Offices as scheduled. <p>Address 1: 4/F Legaspi Towers 300, Roxas Blvd., Manila Address 2: 6/F Five E-Com Center, MOA Complex, Pasay City</p>	

	<ul style="list-style-type: none"> • Upon receipt of the item, the winning bidder will provide the packaging and label for the items as indicated in the packing list, prior to delivery. The winning bidder will provide handling and proper packaging for items to be shipped, especially fragile items. The cost of packaging/handling should be included in the bid price. • Ensure that the items are properly packed, ensuring that items are protected and will have minimal to no damage. Items should also be delivered in good condition to the consignee in the shortest possible time. 	
6	<p>BASIS FOR AWARD:</p> <p>The award of contract will be based on the lowest calculated and responsive bid (LCRQ).</p> <ul style="list-style-type: none"> • Calculation of the bid will be based on the total single unit of delivery for all the areas enumerated under Item 2. • Billing will be based on actual utilization. The billing statement must be submitted to TPB together with the proof of delivery per call. • TPB will only be charged based on actual delivered item and not based on the total Contract Amount. 	
7	<p>FAILED DELIVERY ATTEMPTS:</p> <p>There must be a maximum of two (2) delivery attempts to all consignees.</p> <p>*Proper coordination with the project officer before the 2nd delivery attempt.</p> <p>**Completion of the two delivery attempts is considered completion of delivery and if the second attempt still failed, the item will be returned to TPB with a failed 2nd delivery attempt note as proof of delivery.</p>	
8	<p>LOSS OF ITEMS FOR DELIVERY:</p>	

	In case of loss or damage to the items after pick-up from the TPB Office, the winning bidder will be liable and shall pay TPB the declared value as indicated in the packing list.	
9	<p>QUALIFICATIONS OF BIDDERS:</p> <ol style="list-style-type: none"> 1. Must be Philippine-registered and operated Freight Forwarder, Cargo Forwarder, Trucking, Logistics, Hauling, Courier, Messengerial, Seafreight, and/or Airfreight company under Philippine laws; 2. A company that can provide tailor-made services to meet the following TPB needs: <ul style="list-style-type: none"> • To provide complete cargo transportation services on land, sea and air to deliver TPB promotional materials and giveaways; • To provide a complete range of cargo services including packaging, transportation, transshipment and temporary storage/warehousing services; • To ensure delivery of items within two weeks from the date of pick-up or return to TPB in case of delivery failure. 3. The Courier Company must be in operation for the last five (5) years 	
10	<p>PAYMENT</p> <p>Upon submission of Statement of Account and its proof of delivery per call.</p>	
11	<p>CONTACT DETAILS:</p> <p>The winning bidder will assign a contact person to monitor the delivery of items. For TPB Contact Person: Rona Olaivar /Aaron Alarin / Zophia Lanuza</p> <p>Email Address: rona_olaivar@tpb.gov.ph/aaron_alarin@tpb.gov.ph / zophia_lanuza@tpb.gov.ph</p>	

	Domestic Promotions Department, Tourism Promotions Board, 6/F Five E-Com Center, MOA Complex, Pasay City Telephone nos. (02) 8525-8318 to 27	
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Submitted by:

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Annex 1a

COST BREAKDOWN	A Number of consignees	B Estimated weight (in kg)	C Rate for first 3 kg (in Php)	D Per kg rate in excess of first 3 in (Php)	E TOTAL BID PRICE [[C+((B/A)-3)*D]*A]
Example	10	100	200.00	50.00	5,500.00
Metro Manila	470	1895			
Luzon	585	2150			
Luzon (ODA)	20	150			
Visayas	560	1850			
Visayas (ODA)	20	150			
Mindanao	460	1600			
Mindanao (ODA)	14	150			
International	10	50			
TOTAL		T: 7995		Packaging (5 %)	

*ODA=Out of Distribution Area

TOTAL BID PRICE:

**Call-off based on actual kg or volumetric weight whichever is higher

Submitted by:

Printed name and signature of
Authorized Representative
Company: