

7 November 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB RFQ 2024-11-310  
**PR No.** 11.002  
**Requirements:** COURIER SERVICE PROVIDER FOR THE DELIVERY OF PROMOTIONAL MATERIALS FOR LTP BBMG PROGRAM

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
Lot 1	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></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/packages 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. Delivery timeline should be 15 calendar days upon dispatch from the TPB office. (Not including flight and customs delays)</li> </ol> <p>Destination 1:                      Philippine Consulate General Milan                      Viale Stelvio 71 - Via Bernina 18                      20159 Milan, Italy</p>	PhP1,000,000.00	PhP1, 000,000.00

Box No.	Item	Dimension	Weight
1	123 pcs. tote bags	39cm x 49cm x 49cm	23 kgs.
2	123 pcs. tote bags	39cm x 49cm x 49cm	23 kgs.
3	123 pcs. tote bags	39cm x 49cm x 49cm	23 kgs.
4	86 pcs LTP shirts	39cm x 49cm x 49cm	23 kgs.
5	12 pcs LTP shirts, 400 pcs LTP luggage tags	39cm x 49cm x 49cm	21 kgs.
6	50 pcs dry bags	20cm x 54cm x 48cm	15 kgs.
7	95 pcs LTP bags, 300 brochures	39cm x 49cm x 49cm	23 kgs.

**Destination 2:**

Philippine Consulate General Toronto  
60 Eglinton Ave E 7th floor, Toronto, ON M4P 3B5

Box No.	Item	Dimension	Weight
1	123 pcs. tote bags	39cm x 49cm x 49cm	23 kgs.
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**Destination 3:**

Philippine Embassy in Washington D.C.  
Bataan Street corner 1600 Massachusetts Avenue  
NW Washington, DC 20036

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**PROJECT IMPLEMENTATION SCHEDULE**

November 2024

**ADDITIONAL TECHNICAL REQUIREMENTS**

1. Company Profile
2. Accomplished Statement of Compliance to the Technical Specifications
3. SEC/DTI Registration Certificate

**LEGAL REQUIREMENTS:**

1. PhilGEPS Registration Certificate
2. Business/Mayor's Permit
3. Business/Income Tax Return Certificate
4. Notarized Revised Omnibus Sworn Statement

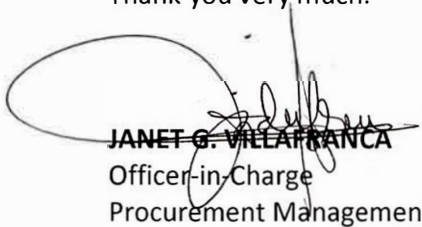
**Attachment:**

1. Technical Specifications

	<b>NOTE:</b> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days.		
Terms	30 days upon receipt of invoice		
ABC	PhP1,000,000.00 inclusive of all applicable fees and taxes		PhP1,000,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [kristine\\_aclan@tpb.gov.ph](mailto:kristine_aclan@tpb.gov.ph)/ [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **13 November 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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.



**JANET G. VILLAFRANCA**  
Officer-in-Charge  
Procurement Management Division

**Contact person: Kristine Heizelle B. Aclan**

**PRO FORMA INVOICE**

08 November 2024

- A. COMPANY NAME : **Tourism Promotions Board (TPB) Philippines**  
6/F Five E-Com Center, Harbor Drive  
Mall of Asia Complex, Pasay City
- B. ORIGIN OF GOODS : Manila, Philippines
- C. NO. OF LUGGAGE/BOX : Seven (7)
- D. DETAILS OF DESCRIPTION : Promotional materials for the  
Love the Philippines- Bisita, Be My Guest (BBMG)  
Program Campaign

Luggage/ Box	Items	Quantity	Price per pc. (USD)	Approx. Weight
1	Tote bags	123 pcs.	9.97	23 kgs.
2	Tote bags	123 pcs.	9.97	23 kgs.
3	Tote bags	123 pcs.	9.97	23 kgs.
4	Tshirts	86 pcs.	10.05	23 kgs.
5	Luggage tags	400 pcs.	8.15	23 kgs.
6	Dry bags	50 pcs	15.00	15 kgs.
7	Tote bags, brochures	95 pcs./ 300 pcs	9.97/ 3.00	23 kgs.
<b>TOTAL PRICE</b>			<b>USD 10,400.38</b>	

- E. PURPOSE : **For distribution as promotional materials (NOT FOR SALE)**  
Philippine Consulate General Milan  
Viale Stelvio 71 - Via Bernina 18  
20159 Milan, Italy
- F. PRICE : **No Commercial Value/ For Custom Purposes Only**

Thank you.



**TERESITA DL. LANDAN**  
Manager  
Domestic Promotions Department

**PRO FORMA INVOICE**

08 November 2024

- A. COMPANY NAME : **Tourism Promotions Board (TPB) Philippines**  
6/F Five E-Com Center, Harbor Drive  
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- B. ORIGIN OF GOODS : Manila, Philippines
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<b>TOTAL PRICE</b>			<b>USD 6,131.55</b>	

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Philippine Consulate General Toronto  
60 Eglinton Ave E 7th floor, Toronto, ON M4P 3B5

- F. PRICE : **No Commercial Value/ For Custom Purposes Only**

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**TERESITA DL. LANDAN**  
Manager  
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# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## COURIER SERVICE PROVIDER FOR THE DELIVERY OF PROMOTIONAL MATERIALS FOR LTP BBMG PROGRAM

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

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15	<b>PROJECT IMPLEMENTATION SCHEDULE</b> November																									
16	<b>CONTRACT DURATION</b> The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.																									

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

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

\_\_\_\_\_  
Date



## **TERMS OF REFERENCE**

### **COURIER SERVICE PROVIDER FOR THE DELIVERY OF PROMOTIONS MATERIALS FOR LTP-BBMG PROGRAM**

#### **I. BACKGROUND**

Mandated by Republic Act 9593, the Tourism Promotions Board (TPB) Membership Program plays a crucial role in supporting and uplifting its members by offering marketing services, benefits, and sustainable business opportunities. The program is designed to cater to the promotional needs of its members, advocate for their interests, and contribute to the broader sustainable development of the tourism industry, led by the Industry Relations and Services Division (IRSD) of the Domestic Promotions Department (DPD).

The production of collaterals for the TPB Membership Program is an initiative to strengthen member engagement and enhance the program's visibility. These materials will serve as physical representations of the TPB's commitment to supporting Philippine tourism, providing valuable tools to increase business exposure, foster connections, and stimulate active participation.

To fulfill its role in supporting its members and other stakeholders, the DPD requires a dedicated solution transport, logistics, or courier service for temporary storage and distribution of collaterals, promotional items, prizes, tokens, giveaways, training materials, legal documents, and other materials from the department's various programs, projects, and activities (PPAs).

#### **II. OBJECTIVES**

The solution transport, logistics, or courier service provider aims to secure a cost-efficient way of storing, tracking and delivery of packages or documents to the consignee.

#### **III. SCOPE OF WORK/ SERVICES**

1. Items will be picked up from TPB office for complete packaging and labeling
2. All necessary labels and materials should be provided by the winning service provider
3. Door to Door International Air Freight Delivery Service
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**IV. PROJECT IMPLEMENTATION SCHEDULE**

November 2024

**V. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (PHP1,000,000.00)** inclusive of all applicable taxes and fees.

**VI. TERMS OF PAYMENT**

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.

**VII. CONTRACT DURATION**

The Contract shall commence upon the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

**VIII. CONTACT PERSON**

**AARON CHRISTIAN A. ALARIN**

Project Officer

Domestic Promotions Department

aaron\_alarin@tpb.gov.ph

**EDESSA JOY L. DELEGIRO**

Project Officer

Domestic Promotions Department

edessa\_delegiro@tpb.gov.ph

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

---

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]*