

REQUEST FOR QUOTATION

December 3, 2024

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

Quotation No. 2024-12-350

REQUIREMENTS: Courier Services for TPB Giveaways

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>Technical Specifications / Scope of Work</p> <p>Customized packaging and door-to-door air freight delivery service of TPB's promotional materials and giveaways</p> <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) • For Mindanao (Out of Delivery Area) • International (Overseas) 	PhP500,000.00	PhP500,000.00

Destinations	Consignee (Indicative)	Weight in kilogram (Indicative)	Rate for the first 3 kg	Amount per kilogram in excess of the first 3kgs.	Total Amount (in Php) (Indicative)
Metro Manila	100	600			
Luzon	50	300			
Luzon ODA	50	200			
Visayas	50	150			
Visayas ODA	50	150			
Mindanao	50	150			
Mindanao ODA	50	150			
International	5	20			
TOTAL	405	1,720			

Note: Indicative Consignees per Destinations and Weight

ABC: Php500,000.00

The bid proposal must include the price schedule per destination per kilogram for the abovementioned destinations. Call-off will be based on the kilogram or volumetric weight for the abovementioned destinations, whichever is higher.

The succeeding Call-Offs shall have the same unit price based on the financial bid offer of supplier within the next 12 months after the issuance of NTP.

The cost of packaging/ handling should be included in the bid price.

ITEMS FOR SHIPMENT:

Promotional Materials and Giveaways – Details will be provided on a per call basis

DURATION OF CONTRACT:

December 2024 to December 2025

CALL PROCESS:

- The bidder must provide a form to confirm the order on a per-need basis within the abovementioned contract duration and should be within the contract amount.

- For every delivery request, the 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 3-calendar-day lead- time.
- TPB will also provide the winning bidder with the packing list (complete details of recipient, number of boxes, weight, dimensions, area of deliveries, number of consignees, description of promo materials and giveaways) through 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, and the target date of delivery.
- The winning bidder will pick up the items for delivery either from the following addresses:
 1. 4F, Legaspi Towers 300, Roxas Blvd., Manila
 2. 6F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, Metro Manila
- Upon receipt of the items, the winning bidder will provide the packaging and label as indicated in the packing list, prior to delivery. The winning bidder will be responsible for the handling and proper packaging of items for shipment, especially fragile items. The cost of packaging/ handling should be included in the bid price.
- Ensure that the items are properly packed, protected, and will have none to minimal damage. Items should also be delivered in good condition to the consignee in the shortest possible time.
- The winning bidder must notify the TPB in writing if the shipping costs are expected to exceed the bid price. Shipment should not proceed until TPB's response of confirmation.

BASIS FOR AWARD:

The awarding of the contract will be based on the lowest calculated and responsive bid (LCRQ).

- Calculation of the bid will be based on the total single unit of delivery for all the areas enumerated under PRICE SCHEDULE AND DESTINATIONS.
- 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 be billed based on the actual deliveries accomplished and not based on the total contract amount.

FAILED DELIVERY ATTEMPTS:

A maximum of two (2) delivery attempts must be made to all consignees.

- Please coordinate with the project officer prior the 2nd delivery attempt.
- If two delivery attempts are made, it will be considered as completion of delivery.
- For failed 2nd delivery attempts, the winning bidder should return the item/s to TPB, together with the failed delivery attempt note as proof of delivery

LOSS OF ITEMS DURING DELIVERY:

In case of loss or damage on 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.

QUALIFICATIONS OF BIDDERS:

1. Must be Filipino-owned, operated, and legally registered as a 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:

- To provide complete cargo transportation services via land, sea, and air to deliver the TPB promotional materials and giveaways;
To provide a complete range of cargo services including packaging, transportation transshipment, and temporary storage/warehousing services;
 - To provide fast and accurate, high quality, comparatively cost-effective and multifunctioning cargo transportation services
3. Must have a minimum of 5 years in operations

CONTACT DETAILS:

The winning bidder will assign a contact person to monitor the delivery of items.

For TPB:

Contact Person: Shirley C. Espadero

Email Address: shirley_espadero@tpb.gov.ph

Marketing Communications Department Tourism Promotions Board

Address: 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, Metro Manila

TERMS OF PAYMENT

- Payment will be processed upon completion of the delivery per call-off/batches.
- Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Payment per call-off 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 charges must be borne by the supplier.

CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables

TECHNICAL REQUIREMENTS

1. Company Profile

	<p>2. Accomplished Statement of Compliance to the Technical Specifications</p> <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 PHP500,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **10 December 2024 on or before 10:00 A.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 Management Division
 Finance Department *see*

Contact Person
Contact No.

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

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: Courier Services for TPB Giveaways

Quotation No. 2024.12.350

[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	<p>Technical Specifications / Scope of Work</p> <p>Customized packaging and door-to-door air freight delivery service of TPB’s 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) • For Mindanao (Out of Delivery Area) • International (Overseas) 	

Destinations	Consignee (Indicative)	Weight in kilogram (Indicative)	Rate for the first 3 kg	Amount per kilogram in excess of the first 3kgs.	Total Amount (in Php) (Indicative)
Metro Manila	100	600			
Luzon	50	300			
Luzon ODA	50	200			
Visayas	50	150			
Visayas ODA	50	150			
Mindanao	50	150			
Mindanao ODA	50	150			
International	5	20			
TOTAL	405	1,720			

Note: Indicative Consignees per Destinations and Weight
ABC: Php500,000.00

The bid proposal must include the price schedule per destination per kilogram for the abovementioned destinations. Call-off will be based on the kilogram or volumetric weight for the abovementioned destinations, whichever is higher.

The succeeding Call-Offs shall have the same unit price based on the financial bid offer of supplier within the next 12 months after the issuance of NTP.

The cost of packaging/handling should be included in the bid price.

3	<p>ITEMS FOR SHIPMENT: Promotional Materials and Giveaways – Details will be provided on a per call basis</p>	
4	<p>DURATION OF CONTRACT: December 2024 to December 2025</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 abovementioned contract duration and should be within the contract amount. For every delivery request, the 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 3-calendar-day lead-time. TPB will also provide the winning bidder with the packing list (complete details of recipient, number of boxes, weight, dimensions, area of deliveries, number of consignees, 	

	<p>description of promo materials and giveaways) through email before the pick-up. A copy of the Packing List will also be attached to the Call Order Form.</p> <ul style="list-style-type: none"> • Upon receipt of the Call Order Form, the winning bidder shall reply with the confirmation, the date of pick, and the target date of delivery. • The winning bidder will pick up the items for delivery either from the following addresses: <ul style="list-style-type: none"> 1. 4F, Legaspi Towers 300, Roxas Blvd., Manila 2. 6F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, Metro Manila • Upon receipt of the items, the winning bidder will provide the packaging and label as indicated in the packing list, prior to delivery. The winning bidder will be responsible for the handling and proper packaging of items for shipment, especially fragile items. The cost of packaging/ handling should be included in the bid price. • Ensure that the items are properly packed, protected, and will have none to minimal damage. Items should also be delivered in good condition to the consignee in the shortest possible time. • The winning bidder must notify the TPB in writing if the shipping costs are expected to exceed the bid price. Shipment should not proceed until TPB's response of confirmation. 	
6	<p>BASIS FOR AWARD: The awarding of the 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 PRICE SCHEDULE AND DESTINATIONS. • 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 be billed based on the actual deliveries accomplished and not based on the total contract amount. 	

7	<p>FAILED DELIVERY ATTEMPTS: A maximum of two (2) delivery attempts must be made to all consignees.</p> <ul style="list-style-type: none"> • Please coordinate with the project officer prior the 2nd delivery attempt. • If two delivery attempts are made, it will be considered as completion of delivery. • For failed 2nd delivery attempts, the winning bidder should return the item/s to TPB, together with the failed delivery attempt note as proof of delivery 	
8	<p>LOSS OF ITEMS DURING DELIVERY: In case of loss or damage on 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.</p>	
9	<p>QUALIFICATIONS OF BIDDERS:</p> <ol style="list-style-type: none"> 1. Must be Filipino-owned, operated, and legally registered as a 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 via land, sea, and air to deliver the TPB promotional materials and giveaways; To provide a complete range of cargo services including packaging, transportation transshipment, and temporary storage/warehousing services; • To provide fast and accurate, high quality, comparatively cost-effective and multifunctioning cargo transportation services 3. Must have a minimum of 5 years in operations 	
10	<p>CONTACT DETAILS:</p> <p>The winning bidder will assign a contact person to monitor the delivery of items.</p> <p>For TPB: Contact Person: Shirley C. Espadero Email Address: shirley_espadero@tpb.gov.ph Marketing</p>	

	Communications Department Tourism Promotions Board Address: 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, Metro Manila	
11	TERMS OF PAYMENT <ul style="list-style-type: none"> • Payment will be processed upon completion of the delivery per call-off/batches. • Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Payment per call-off 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 charges must be borne by the supplier. 	
12	CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date