

REQUEST FOR QUOTATION

December 3, 2024

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

Quotation No. 2024-12-352

REQUIREMENTS: Packaging and courier services for the delivery of Membership Kits

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>Technical Specifications / Scope of Work Packaging and door to door delivery</p> <p>Items:</p> <p>Membership Kits A 1 canvas tote bag, 1 duffel bag, 1 Philippine Food Holidays booklet, 1 cable organizer, 1 set membership decal Approx. weight: 2 kgs. Approx dimension: 345mm (w) x 280mm (l) x 85mm (h) Destinations: Metro Manila – 60 consignees Visayas – 25 consignees <i>*Actual number of consignees for this kit type is subject to change</i></p> <p>Membership Kits B 1 canvas tote bag, 1 jute bag, 1 Philippine Food Holidays booklet, 1 mousepad, 1 set membership decal Approx. weight: 2 kgs. Approx dimension: 345mm (w) x 280mm (l) x 85mm (h) Destinations: Luzon – 26 consignees Mindanao – 11 consignees <i>*Actual number of consignees for this kit type is subject to change</i></p>	PhP75,900.00	PhP75,900.00

	<p><i>*Items under this kit type may be subject to change but will not exceed the declared weight per shipment</i></p> <ul style="list-style-type: none"> ●Items will be picked up at TPB office for complete packaging and labelling ●All necessary labels and materials should be provided by the winning service provider ●Door to Door Air Freight Delivery Service ●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 monitor the delivery of items ●Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient immediately after the delivery of item ●Ensure that the items are properly package and delivered in good conditions when arrived to consignee in the shortest possible time ●Provide cost quotation per box/weight and per destination ●TPB will only charge on actual delivered item based on actual weight or dimension and should not be over the Contract Amount. ●Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, and other applicable charges to be shouldered of the supplier/company. <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 		
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	<ul style="list-style-type: none"> 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> <ul style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications <p>Note:</p> <ul 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 PhP75,900.00 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

Contact Person
Contact No.

MR. SOCRATES G. TORRES
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