

REQUEST FOR QUOTATION

December 10, 2024

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

Request for Quotation No. 2024-12- 355

REQUIREMENTS: Packaging and courier services for the delivery of ASEAN Tourism Forum 2025 Giveaways.

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>Technical Specifications / Scope of Work</p> <ul style="list-style-type: none"> • Door to Door International Air Freight Delivery Service (Items will be picked up from TPB office for complete packaging and labeling) • All necessary labels and materials should be provided by the winning service provider • Duties and taxes/destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharges, and other applicable charges included in the suppliers bid financial proposal. • Supplier/Courier Company must pay the amount to TPB in case of loss or damage. • Ensure that the goods arrive in good condition and within the shortest time possible at the destination and submit delivery timelines during the submission of the bid. 	PhP350,000.00	PhP350,000.00

- TPB will only charge on actual delivered item based on actual weight or dimension and should not be over the Contract Amount.
- Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient immediately after the delivery of item
- Provide cost quotation per box/weight and per destination.
- All items must be delivered to the set destination within 15 days of dispatch from the TPB Office (Not including freight and customs delay).

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.

Attached the Pro Forma Invoice for complete details

TECHNICAL REQUIREMENTS

1. Company Profile
2. Accomplished Statement of Compliance to the Technical Specifications

LEGAL REQUIREMENTS

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

Attachments:

1. Statement of Compliance to the Technical Specifications

Note:

	<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 PHP350,000.00 inclusive of all applicable taxes		

Please submit your financial quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **16 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 *SOC*

Contact Person
Contact No.

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

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: Packaging and courier services for the delivery of ASEAN Tourism Forum 2025 Giveaways.

Quotation No. 2024-12- 355

[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	<ul style="list-style-type: none"> • Door to Door International Air Freight Delivery Service (Items will be picked up from TPB office for complete packaging and labeling) • All necessary labels and materials should be provided by the winning service provider • Duties and taxes/destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharges, and other applicable charges included in the suppliers bid financial proposal. 	
2	<ul style="list-style-type: none"> • Supplier/Courier Company must pay the amount to TPB in case of loss or damage. • Ensure that the goods arrive in good condition and within the shortest time possible at the destination and submit delivery timelines during the submission of the bid. • TPB will only charge on actual delivered item based on actual weight or dimension and should not be over the Contract Amount. 	
3	<ul style="list-style-type: none"> • Supplier to submit to TPB a consolidated copy of the proof of delivery of the recipient immediately after the delivery of item • Provide cost quotation per box/weight and per destination. 	

	<ul style="list-style-type: none"> All items must be delivered to the set destination within 15 days of dispatch from the TPB Office (Not including freight and customs delay). 	
4	<p>Approved Budget for the Contract (ABC) is THREE HUNDRED FIFTY THOUSAND PESOS (PHP 350,000.00) inclusive of service charge and all applicable taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above mentioned approved budget.</p>	
5	<p>Send bill to the TOURISM PROMOTIONS BOARD after the completion of services.</p> <p style="text-align: center;">MICAELA B. OCHOA Division Chief, ASEAN and the Pacific Division International Promotions Department 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex</p> <p style="text-align: center;"><i>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.</i></p>	
6	<p>A. COMPANY NAME : Ms. Lau Siok Fah (Jocelyn) Sales Manager MIMI HOLIDAYS SDN BHD Jalan Pulai 21, Taman Pulai Utama, 81300 Skudai , Johor, Malaysia Mobile number: +6012- 7165805</p> <p>B. SHIPPER'S NAME : TOURISM PROMOTIONS BOARD 6th Flr., Five ECOM Building, Harbor St., MOA Complex, Pasay City</p> <p>C. ORIGIN OF GOODS : Manila, Philippines D. NO. OF BOX : Nine (9) boxes E. DESCRIPTION : TPB Corporate Giveaways</p>	

Box No.	Items	Quantity	Total Weight	Price per piece (PHP)
1	ASEAN Festival Brochure	100 pcs	26 kg L: 50 MM W: 50 MM H: 16 MM	USD 0.20
	REGION III - Central Luzon	50 pcs		USD 0.22
	REGION II - Cagayan Valley	100 pcs		USD 0.22
	REGION XII – SOCCSKRAGEN	100 pcs		USD 0.22
	REGION (CAR) Cordillera Adm.	100 pcs		USD 0.22
	REGION I – Ilocos Region	100 pcs		USD 0.22
	REGION XIII – CARAGA	50 pcs		USD 0.22
	Philippine Dive Map	50 pcs		USD 0.86
TOTAL				USD 173.00
2	REGION IX – Zamboanga Peninsula	100 pcs	23 kg L: 50 MM W: 50 MM H: 16 MM	USD 0.22
	REGION III – Central Luzon	50 pcs		USD 0.22
	REGION XI – Davao Region	100 pcs		USD 0.22
	REGION VII – Eastern Visayas	100 pcs		USD 0.22
	REGION X – Northern Mindanao	100 pcs		USD 0.22
	REGION V – Bicol Region	100 pcs		USD 0.22
	REGION XII – CARAGA	50 pcs		USD 0.22
	REGION VI - Western Visayas	100 pcs		USD 0.22
	REGION IV – B – MIMAROPA	100 pcs		USD 0.22
TOTAL				USD 176.00
3	Nylon Duffle Bag	35 pcs	22 kg L: 50 MM W: 50 MM H: 16 MM	USD 27.29
	Passport Organizer	20 pcs		USD 13.33
	A3 Philippine Map	2 pads		USD 18.47
TOTAL				USD 1,258.76
4	ASEAN Festival Brochure	50 pcs	27 kg L: 50 MM W: 50 MM H: 16 MM	USD 11.80
	Passport Organizer	80 pcs		USD 13.33
	Currency Wallet	50 pcs		USD 3.46
	Silicone Luggage Tag	200 pcs		USD 0.69
	Flag Pin	50 pcs		USD 1.65
TOTAL				USD 2,050.61
5	Laptop bag with Weave Strap	20 pcs	16 kg L: 50 MM W: 50 MM H: 16 MM	USD 25.97
TOTAL				USD 519.48
6	Laptop bag with Weave Strap	20 pcs	16 kg L: 50 MM W: 50 MM H: 16 MM	USD 25.97
TOTAL				USD 519.48
7	Laptop bag with Weave Strap	20 pcs	16 kg L: 50 MM W: 50 MM H: 16 MM	USD 25.97
TOTAL				USD 519.48
8	Laptop bag with Weave Strap	20 pcs	16 kg L: 50 MM W: 50 MM H: 16 MM	USD 25.97
TOTAL				USD 519.48

	9	Laptop bag with Weave Strap	20 pcs	16 kg L: 50 MM W: 50 MM H: 16 MM	USD 25.97	
TOTAL					USD 519.48	
TOTAL PRICE					USD 6,255.77	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date