

Reference No. TPB-PR-2015-306

REQUEST FOR PRICE QUOTATION

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit proposals for the hereunder project:

TOUR OPERATOR SERVICES FOR THE HALF DAY MANILA CITY TOUR FOR THE DELEGATES OF THE INTERNATIONAL REALTOR® CONFERENCE and REGIONAL LEADERSHIP SUMMIT

27-30 July 2015, City of Dreams

**GUIDELINES FOR THE SELECTION OF TOUR OPERATOR
(TERMS OF REFERENCE)**

A. Background

The Tourism Promotions Board (TPB), upon evaluation and consideration of the request of the Chamber of Real Estate Builders Associations, Inc. (CREBA), will host complimentary half day tour of Manila for 100 foreign delegates for the conduct of the ***International Realtor® Conference*** and ***Regional Leadership Summit*** scheduled on 27-30 July 2015 at the City of Dreams:

The International Realtor® Conference and Regional Leadership Summit will be the first held outside the USA, bringing together international real estate professionals and providing unique opportunities to conduct business globally; learn the latest trends and tips from most of the influential experts in the real estate industry.

B. Details of the Event

Event Name	:	The International Realtor® Conference and Regional Leadership Summit will be the
Date	:	27-30 July 2015
Venue	:	City of Dreams
Expected Number of Participants	:	200 Foreign Delegates / 300 Local Delegates

Participants : Members of the International REALTOR® and real estate industry-related practitioners interested in learning, sharing, and at the same time become affiliated with the largest trade organization in the world.

The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine tour operators to provide and manage the half-day Manila tour of the foreign delegates of IRC based on the following guidelines:

C. Scope of Services

I. Half-day Tour of Manila

Date : 27 July 2015, Monday
Time : 8:00 am – 12:00 noon
No of Pax : 100 pax

1. Development and implementation of an itinerary for the TPB-hosted half-day city tour to either of the following destinations:
 - Intramuros, Manila
 - Luneta Park
 - Presidential Museum and Library (Malacañang Palace)
 - Manila American Cemetery
2. Provision of a tour vehicle with proper signage / labels
3. Light snacks (i.e., sandwich, cookies, crackers, etc.), beverages and other amenities (i.e., cold towel, wipes, etc.) on board the tour vehicle
4. Provision of a tour coordinator / tour guide for each tour vehicle

II. Deliverables

1. Provision of clean, comfortable and tourist friendly transport service for the participants of the International Realtor Conference (IRC) inclusive of the following:
 - Uniformed, presentable and trained drivers
 - Gasoline, toll and parking fees
 - Dispatcher / coordinator per vehicle
2. Provision of first aid kit onboard
3. Provision of proper, approved, clean signage for the vehicles
4. Coordination with TPB in all other matters required for the smooth implementation of the transportation plan
5. Designation of a point person who will coordinate with TPB

D. Technical and Legal Eligibility Requirements

1. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.
2. Must have a professional track record in handling international groups in the last five years.
3. Must have handled at least three (3) government projects / events
4. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.
5. Must have the capacity to provide first class tourists buses and vehicles.
6. List of international groups/events or foreign clients handled and list of handled TPB projects participated in the last five (5) years
7. Must be a member of DOT recognized organizations
8. SEC, DTI or CDI Registration Certificate
9. Mayor's Permit / Business Permit
10. Company Profile / Reference
11. BIR Registration
12. PhilGEPS Registration Certificate
13. DOT Accreditation Certificate

E. Approved Budget for the Contract (ABC)

ONE HUNDRED TWENTY FIVE THOUSAND PESOS ONLY (PHP125,000.00)
inclusive of all applicable taxes and other service charges

PhP 1,250.00 per head for a maximum guarantee of 100 persons
(PhP1,250 x 100 pax = PhP 125,000.00)

***Note:** Cost of items in quotation should be broken down. The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.*

F. Contact Person

Mary Ann S. Caramat
Project Officer, MICE Department
Tel: 5256110
Email: maryann_caramat@tpb.gov.ph

INSTRUCTION TO BIDDERS:

Please submit your Eligibility, Technical and Financial Bid Documents in sealed envelope addressed to:

*NILO C. ABON
Officer-in-Charge
Procurement and General Services Division
Administrative Department*

Deadline of submission is on **6 July 2015, 12:00 P.M.** c/o Janet G. Villafranca, Procurement and General Services Division, Administrative Department, Tourism Promotions Board, 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila (tel. no. 525-9318 loc. 246).

25 June 2015

NILO C. ABON
Officer-in-Charge
Procurement and General Services Division