

**Request for Quotation**

25 April 2016

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

**Quotation No. TPB-PR.2016.04.209**

**Requirements : Tour Operator (Transportation and Tour Guide)**  
**Project Title : Helloworld Familiarization Trip**  
**Manila and Boracay Leg \* May 05 – 12, 2016**

Quantity	Particulars	Estimated Unit Price	Total Amount
1 lot	<p><b>1. Tour Operator – Manila Leg (05 – 07 May and 09 – 11 May 2016)</b>  <b>Details/Requirements:</b>  <b>A.) DOT Accredited Tour Guide</b>            a. Fluent in English and Filipino            b. Knowledgeable not only Manila but also with history of the Philippines in terms of culture, lifestyle and culinary            c. Availability – 05 – 07 May 2016 and 09 – 11 May 2016  <b>B.) Transportation (Coaster) 05 – 07 May 2016</b>            a. Arrival Transfers – 05 May 2016, 6:50pm            b. City Tour – 06 May 2016, 1:00pm            c. Departure Transfers – 09 May 2016, 5:20pm  <b>09 – 11 May 2016</b>            a. Arrival Transfers – 09 May 2016, 5:20pm            b. City Tour – 10 May 2016, 1:30pm            c. Departure Transfers – 11 May 2016, 5:00pm  <b>2.) Tour Operator – Boracay Leg 07 – 09 May 2016</b>  <b>Details/Requirements:</b>  <b>A.) DOT Accredited Tour Guide</b>            a. Fluent in English and Filipino            b. Knowledgeable not only Boracay but also with history of the Philippines in terms of culture, lifestyle and culinary            c. Availability – 07 – 09 May 2016  <b>B.) Transportation (Coaster)</b>            a. Arrival Transfers – 07 May 2016, 9:30am            b. City Tour – 08 May 2016, 8:00am            c. Departure Transfers – 09 May 2016, 1:00pm</p>	Php 136,000.00	Php 136,000.00

	<p><b>Other Requirements:</b></p> <ol style="list-style-type: none"> <li>1.) Implementation of an itinerary for the TPB-hosted tour to either of the following destinations: <ul style="list-style-type: none"> <li>• Airport</li> <li>• City of Dreams</li> <li>• Peninsula Makati</li> <li>• Sofitel</li> <li>• Lind Boracay</li> <li>• Shangri-la Boracay</li> </ul> </li> <li>2.) Can accommodate 12 pax</li> <li>3.) Light snacks (i.e., sandwich, cookies, crackers, etc.), beverages and other amenities (i.e., cold, towel, wipes, etc.) on board the tour vehicle</li> <li>4.) Provision of clean, comfortable and tourist friendly transport services for the media participants inclusive of the following: <ul style="list-style-type: none"> <li>• Uniformed, presentable and trained drivers</li> <li>• Gasoline, toll and parking fees</li> <li>• Dispatcher / coordinator per vehicle</li> </ul> </li> <li>5.) Provision of first aid kit onboard</li> <li>6.) Provision of proper, approved, clean signage for the vehicles</li> <li>7.) Coordination with TPB in all other matters required for the smooth implementation of the transportation plan</li> <li>8.) Designation of a point person who will coordinate with TPB / tour coordinator</li> </ol> <p><b>Eligibility Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Accredited by the Department of Tourism</li> <li>2. Must be duly registered with Philippine Government Electronic Procurement System (PhilGEPS)</li> <li>3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign</li> <li>4. Must have a professional track record in handling international groups in the last five years.</li> <li>5. Must have handled at least three (3) government projects / events</li> </ol>		
Terms	30 days		
Delivery	May 05, 2016		
ABC	Php 136,000.00 inclusive of all taxes		

The last day of submission of **quotation and legal documents** is not later than 10:00 a.m. on 29 April 2016 subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

**NILO C. ABON**

Officer – In – Charge

Procurement and General Services Division

Contact Person

ROSELLE D. ROMERO

Contact No

525-93-18 loc 214 / 207 / 525-64-43

**Note: All entries must be typewritten in your company letterhead.**

1. Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following documents to be eligible to participate in the bidding:

**A. Legal Documents**

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate