

**Request for Quotation**

08 June 2016

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

**Quotation No. TPB-PR.2016.06.323**

**Requirements :** Tour Operator  
**Project Title :** Familiarization Trip of Turkish MICE Agents  
 Cebu, Bohol, Boracay & Manila \* June 21-29, 2016

Quantity	Particulars	Estimated Unit Price	Total Amount
1 lot	<p>In partnership with Emirates Airlines, the Tourism Promotions Board will conduct a familiarization trip for ten (10) Turkish MICE agents and one (1) Emirates Airlines representative together with one (1) TPB Officer on 21-29 May 2016 at Cebu, Bohol, Boracay and Manila.</p> <p><b>SCOPE OF WORK/DELIVERABLES:</b></p> <ul style="list-style-type: none"> <li>Domestic airline tickets with 20 kg baggage allowance</li> </ul> <p><b><u>June 22, 2016</u></b>            One way Manila to Cebu for 1pax - Preferred flight PR 1853 (Mr. Edmon Gerald Loza)</p> <p><b><u>June 26, 2016</u></b>            One way Tagbilaran to Manila for 12pax - Preferred flight PR 2774 (<i>List of Turkish MICE Agents attached.</i>)</p> <p><b><u>June 26 – 28, 2016</u></b>            Round trip Manila-Caticlan-Manila for 12pax – Preferred flights PR 2053 &amp; PR 2044 (<i>List of Turkish MICE Agents attached.</i>)</p> <ul style="list-style-type: none"> <li>Room Accommodation at Deluxe category for two (2) nights (with breakfast) based on Single Occupancy</li> </ul> <p><b><u>June 22-24, 2016</u></b>            Cebu for 1pax - Preferred hotel (Shangri-La Mactan) (Mr. Edmon</p>	Php 354,300.00	Php 354,300.00

Gerald Loza)

**June 24-26, 2016**

Bohol for 1pax - Preferred hotel  
(Hennan) (Mr. Edmon Gerald Loza)

**June 26-28, 2016**

Boracay for 1pax - Preferred hotel  
(The Lind) (Mr. Edmon Gerald Loza)

**June 27, 2016**

Boracay for 11pax – Preferred hotel (The  
Lind) (*List of Turkish MICE Agents attached.*)

- Lunch in Bohol on **June 24, 2016** for 12pax – Preferred restaurant (Tarsier Botanika)
- Ferry Fee from Cebu to Tagbilaran, Bohol on **June 24, 2016** for 1pax (Mr. Edmon Gerald Loza)
- Island Hopping in Boracay on **June 27, 2016** for 1 pax (Mr. Edmon Gerald Loza)
- Comprehensive Travel Insurance

**II. ELIGIBILITY REQUIREMENTS**

Documents to be submitted:

- Must have valid SEC, DTI or CDI registration certificate
- Must have valid Mayor's Permit
- Must submit company profile, tax clearance within the last six months preceding the date of BIR submission and valid PhilGEPS registration certificate
- Must submit copy of valid DOT-accreditation certificate
- Must be a member of Philippine Tour Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA) or other travel-related organizations
- Must submit valid DOT-accreditation certificate
- Must submit list of projects completed / clients for the past

	<p>two years</p> <p><b>III. SPECIAL/ADDITIONAL REQUIREMENTS</b></p> <p>The Travel and Tour Operators must be:</p> <ul style="list-style-type: none"> <li>• DOT-accredited establishment.</li> <li>• Engaged in the business as travel and tour operator for at least five (5) years at the date and time of the opening of bids.</li> <li>• At least five (5) years experience and expertise in inbound (domestic) travel.</li> <li>• Participated in at least two (2) TPB road shows / MICE Trade Fairs abroad for the past five (5) years.</li> <li>• Hotels and resorts used for the tours should be DOT-accredited and should be Deluxe. Moreover, tour guides and tourist transport companies should be DOT-accredited</li> <li>• Shall work on a five (5) pax minimum guarantees and would be paid according to actual number of pax serviced and delivered which shall not exceed the ABC.</li> <li>• Willing to provide services on “send-bill” arrangement.</li> <li>• Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines. Provided, that the Travel and Tour Operator Association is a member of a reputable international travel association in Southeast Asia.</li> </ul> <p><i>List of Turkish MICE Agents attached.</i></p>		
Terms	30 days		
Delivery	Before June 21, 2016		
ABC	Php 354,300.00 inclusive of all taxes		

The last day of submission of **quotation and legal documents** is not later than 10:00 a.m. on 17 June 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