

**Reference No. TPB/RFQ2015-0586**

## **REQUEST FOR QUOTATION**

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

**Project: SERVICES OF TOUR OPERATOR**  
**(To handle the accommodation and land transportation requirements)**  
**CSR Camiguin**  
**23 - 26 October 2015**

### **TERMS OF REFERENCE**

#### **I. PROJECT**

The Tourism Promotions Board (TPB) will be having its third leg of Corporate Social Responsibility (CSR) Program in Camiguin on 23 to 26 October in pursuit of GREEN and SUSTAINABLE TOURISM.

#### **II. OBJECTIVES**

This project requires the engagement of a Tour Operator for handling the accommodations and land transportation requirements of the participants during the conduct of the CSR Program and product update in Camiguin and in Cagayan De Oro.

#### **III. REQUIREMENTS AND CONDITIONS**

The Tour Operator must be DOT-Accredited and must have an existing credit line with TPB or would allow send-bill arrangement.

##### **A. ACCOMMODATIONS (CAMIGUIN)** **(3days/2nights) (October 23-25, 2015)**

- Must be DOT-Accredited
- Must have a DOT rating of at least AA
- Should be located in Mambajao
- Room Requirement
  - Maximum room requirement – 14 rooms based on twin sharing
  - Inclusive of daily buffet breakfast for two per room
  - Provision of daily complimentary bottled mineral water for 2 pax
  - Wi-fi access per room
  - Air-conditioned room
  - Hot and Cold Shower
  - Bath towels and toiletries for 2pax/room

- Other Requirements
  - Any other arrangements that may be mutually agreed upon by the TPB and the service provider.
  -

**B. ACCOMMODATIONS (CAGAYAN DE ORO)  
(2days/1night) (October 25-26, 2015)**

- Must be DOT-Accredited
- Must have a DOT First-Class classification
- Should be located in Cagayan De Oro City
- Room Requirement
  - Maximum room requirement – 14 rooms based on twin sharing
  - Inclusive of daily buffet breakfast for two per room
  - Provision of daily complimentary bottled mineral water for 2 pax
  - Wi-fi access per room
  - Air-conditioned room
  - Hot and Cold Shower
  - Bath towels and toiletries for 2pax/room
- Other Requirements
  - Any other arrangements that may be mutually agreed upon by the TPB and the service provider.

**C. LAND TRANSPORTATION (Cagayan De Oro and Camiguin)  
October 23 – 26, 2015**

- Must be DOT-Accredited
- Drivers must be familiar of the areas in Camiguin and Cagayan de Oro indicated in the attached itinerary
- Package should include gasoline, parking fees and barge fees.
- Vehicle Requirement - **Good for 30pax (either 1 coaster or 3 vans)**
  - Model : not later than 2014 (Coaster) Toyota Grandia - 1unit **OR**  
not later than 2014 (Van) Hyundai Starex – 3units
  - Maximum seat requirement: 24pax (coaster) and 10pax (van)
  - Good working condition
  - Air-conditioned
- Other Requirements
  - Any other requirements that may be mutually agreed upon by the TPB and the service provider.

#### **IV. Technical / Legal Eligibility Documents:**

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or License to Operate
3. BIR Registration with TIN
4. PhilGEPS Certificate
5. Company Profile

#### **Approved Budget for the Contract (ABC)**

Approved budget for the contract is Two Hundred Eighty Thousand Pesos & 00/100 Only (PhP280,000.00) inclusive of all applicable taxes.

**Bids exceeding the budget shall be disqualified.**

<p><b>For particulars please contact:</b> <b>Ms. Lia Fernando / Ms. Marivic Sevilla</b> <b>Corporate Planning and Business Development Dept.</b> <b>Tel No: 5259318 loc. 226 / 278</b></p>
--

#### **INSTRUCTION TO BIDDERS:**

Please submit your legal eligibility documents and financial proposals in a sealed envelope addressed to the Procurement and General Services Division, to be submitted on or before 20 October 2015, 10:00 A.M. c/o , Administrative Department, TPB, 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila (tel. no. 525-9318 loc. 246/214).

12 October 2015

#### **NILO C. ABON**

Officer – In – Charge

Procurement and General Services Division