

**Reference No. TPB/RFQ-2016-04-201**

**REQUEST FOR PROPOSAL**

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

**TERMS OF REFERENCE**

**Accommodation Requirements**

Project: AB Road Magazine Familiarization Tour

Date: 06-11 May 2016

Venue: Manila and Palawan

**I. Background**

To raise awareness of Manila & Palawan and to attract more Korean passengers flying with Air Asia, TPB/DOT in partnership with Air Asia will be hosting a familiarization tour for AB Road Magazine, one of the best travel monthly magazines in Korea. TPB has been requested to provide the following:

- Accommodations
- Meals (breakfast, lunch, dinner)
- Tours with local coordinator
- Transportation

**II. Details of the Event**

2.1 Manila Leg

Date	:	06-08 and 10-11 May 2016
Venue	:	Manila
Expected Number of Foreign Participants	:	4 pax
Participants	:	Korean Media

The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine tour operators to provide and manage the transportation requirements of the abovementioned event based on the following guidelines:

**Scope of Services**

- Must be a casino-hotel.
- An exhilarating 6.2-hectare integrated hub of international retail, world-class dining and globally renowned nightclubs and entertainment within Parañaque's Entertainment City.
- Located three kilometers from Ninoy Aquino International Airport and is a five-minute drive from SM Mall of Asia
- Ranging in size from 36 – 85 square metres (377 – 915 square feet), the contemporary guestrooms with floor-to-ceiling windows are furnished in striped woods and warming shades of mustard, paprika and chocolate. Marble-lined

bathrooms are equipped with twin vanities and a standalone tub and/or walk-in shower, while in the living space, you will find a fully-functioning work space with an ergonomic desk chair; a 42-inch LED HDTV with an interactive interface; an iPod docking station; and a safe large enough to accommodate a laptop. When you're ready to retire, 300 thread-count linen and non-allergenic feather pillows await.

- Can provide (5) deluxe single room accommodations with breakfast on FOC or discounted rate basis for 3 nights.
- Can provide complimentary spa.
- Can host meals.

## 2.2 Palawan Leg

Date	:	08-10 May 2016
Venue	:	Puerto Princesa
Expected Number of Foreign Participants	:	4 pax
Participants	:	Korean Media

### **Scope of Services**

- A five star deluxe resort/hotel located in Puerto Princesa.
- A five star deluxe resort/hotel near the airport.
- Can provide (5) deluxe single room accommodations with breakfast on FOC or discounted rate basis for two nights.
- Can provide complimentary spa.
- Can host meals for the group.

### **III. Eligibility Requirements**

1. Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.
2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).
3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.
4. Must be a member of DOT recognized organizations
5. Must have a professional track record in handling international groups in the last five years.
6. Must have handled at least three (3) government projects / events
7. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.
8. Must have the capacity to provide first class tourists buses and vehicles.

### **IV. Technical Eligibility Documents**

1. Company Profile
2. PhilGeps Accreditation
3. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name
4. Valid and current Mayor's permit/municipal license
5. List of international groups/events or foreign clients handled and list of handled TPB projects participated in the last five (5) years

**V. Budget for the Contract**

The allotted budget for Manila is Php 97,500.00 and Palawan for 55,000.00 (inclusive of all applicable taxes)

**VI. PAYMENT PROCEDURE**

Send bill to the TOURISM PROMOTIONS BOARD after the completion of services.

**VII. EVALUATION PROCEDURE**

The winning bid shall be selected not solely based on the amount of bid and shall also consider the overall design of the booth based on bidding documents, provided that the amount of bid does not exceed the above total budget.

Please submit your quotation and legal documents not later than **29 April 2016, 10:00 a.m.** in a **SEALED QUOTATION** subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and 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

21 April 2016