

**Reference No. TPB/RFQ-2016-05-223**

**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**

**I. PROJECT TITLE: Joint DOT/TPB & PAL Nagoya Familiarization Tour for Nagoya Travel Agents  
10-14 May 2016**

**II. BACKGROUND:**

DOT Osaka has finalized negotiations with Philippine Airlines West Japan officials on the implementation of a familiarization tour for travel agents from Aichi, Nagoya area scheduled on 10-14 May 2016 in Cebu and Bohol. This area is considered one of the high yield emerging markets because of the increase in issuance of passports among the residents as reported by JATA Chubu.

According to the JTB Report 2015: All about Japanese Overseas Travelers (Red Book) #3 top reason in choosing a travel destination of Japanese travelers is the recommendation of a travel firm. Based on this study, top executives of Japan travel agencies always recommend that familiarization tours should be conducted specifically for the new staff selling the Philippines.

**III. PURPOSE/OBJECTIVES:**

The objectives of the familiarization tour are as follows:

- To enable Japanese travel agents from Aichi, Nagoya area to be updated with the facilities offered by tourism establishments in Cebu and Bohol;
- To encourage new Japanese travel agents selling the Philippines to execute intensive promotion campaigns to visit Cebu and Bohol as premier Philippine travel destinations for Japanese travelers through tour packages;
- To showcase the Filipino culture to the Japanese travel agents through various activities included in the familiarization tour

**IV. SCOPE OF WORK/DELIVERABLES:**

**For May 10-11, 2016 (One-night Accommodation in Cebu)**

The Tourism Promotions Board will require a total of eleven (11) single deluxe rooms in a five-star property to accommodate eight (8) Japanese travel agents, one (1) PAL representative, one (1) DOT Osaka representative and one (1) TPB project officer on 10-11 May 2016.

The said property should possess the following attributes:

1. A hotel grandly situated at the heart of the city's commercial and business district and is popularly known for its superior meeting and conference facilities.
2. The property offers 550 guestrooms and suites beautifully appointed for both business and leisure travelers.
3. Property is a convenient 30-minute drive to/from the Mactan-Cebu International Airport
4. Existing Credit Line with TPB
5. Additional amenities:
  - At least 29 sqm.
  - Cable Television
  - International direct-dialing phone connection
  - Safety Deposit Box
  - Complete Mini-bar
  - 24-Hour Room Service
  - Free WiFi internet access
  - Complimentary access to pool and gym
  - Air-condition with individual thermostat control
  - Complete bathroom fixtures and amenities including phone extension
  - Non-smoking rooms
6. Billing Charges/Amenities:
  - a. One guest folio for room charges only (10-11 May 2016, chargeable against TPB)
  - b. One guest folio for incidentals chargeable against guest's personal account
  - c. No cash payment or down payment should be required by the hotel in its proposal
7. Any other requirements that may be mutually agreed upon by the TPB and the service provider

TIME FRAME AND SCHEDULE OF WORK:

The group will check in on 10 May 2016 and will check out on 11 May 2016.

**For May 11-12, 2016 (One night Accommodation in Bohol)**

The Tourism Promotions Board will require a total of eleven (11) single deluxe rooms in a five star property to accommodate eight (8) Japanese travel agents, one (1) PAL representative, one (1) DOT Osaka representative and one (1) TPB project officer on 11-12 May 2016.

The said property should possess the following attributes:

1. A secluded luxury resort atop a beautiful limestone cliff on the southern edge of Bohol's Panglao Island, and a tranquil seaside retreat that marries world-class service with signature Filipino hospitality.
2. The property offers 100 luxurious guestrooms and suites that overlook the azure-colored Bohol Sea and elegantly punctuates the vibrant tropical landscape along Alona Beach.
3. Property is only 40-minute drive from Bohol's Tagbilaran Airport
4. Existing Credit Line with TPB
5. Additional amenities:
  - At least 40 sqm room
  - Complimentary wireless internet access
  - Flat screen cable television
  - In-room safe
  - Hair dryer
  - Electrical current 220 volts
  - Rainfall-type shower with hot and cold water
  - Laundry services
  - Coffee / tea-making facilities
  - Mini-bar
6. Billing Charges/Amenities:
  - a. One guest folio for room charges only (11-12 May 2016, chargeable against TPB)
  - b. One guest folio for incidentals chargeable against guest's personal account
  - c. No cash payment or down payment should be required by the hotel in its proposal
7. Any other requirements that may be mutually agreed upon by the TPB and the service provider

**TIME FRAME AND SCHEDULE OF WORK:**

The group will check in on 11 May 2016 and will check out on 12 May 2016.

**For May 12-14, 2016 (Two-night Accommodation in Cebu)**

The Tourism Promotions Board will require a total of eleven (11) single deluxe rooms in a five star property to accommodate eight (8) Japanese travel agents, one (1) PAL representative, one (1) DOT Osaka representative and one (1) TPB project officer on 12-14 May 2016.

The said property should possess the following attributes:

1. A five-star Mediterranean-inspired beachfront hotel, that offers contemporary style with a fun and fresh appeal for both leisure and business travelers.
2. The property offers 240 contemporary-styled guest rooms and suites, bathed in natural light, with mesmerizing views of Mactan Island.
3. Property is only a short 10-minute drive to/from Mactan-Cebu International Airport
4. Existing Credit Line with TPB

5. Additional amenities:
  - At least 33 sqm. room
  - Air-conditioning (controlled in the room)
  - In-room safe
  - Free high speed Internet access
  - Non-smoking and Smoking rooms are available
  - Separate bathtub and shower
  - Work desk
  - Hairdryer
  - Iron and ironing board
  - National and international TV channels
  - Coffee/Tea maker
  - Minibar
  - Balcony/Lanai/Terrace
6. Billing Charges/Amenities:
  - a. One guest folio for room charges only (12-14 May 2016, chargeable against TPB)
  - b. One guest folio for incidentals chargeable against guest's personal account
  - c. No cash payment or down payment should be required by the hotel in its proposal
7. Any other requirements that may be mutually agreed upon by the TPB and the service provider

TIME FRAME AND SCHEDULE OF WORK:

The group will check in on 12 May 2016 and will check out on 14 May 2016.

**V. BUDGET:**

The allotted accommodation budget for this project is **Php 6,500.00 per room requirement**, with a total Approved Budget for the Contract amounting to **Php 286,000.00** (inclusive of all applicable taxes).

**VI. PAYMENT PROCEDURE:**

Send bill to the ***TOURISM PROMOTIONS BOARD – ATTN: Jojo De Veyra***, after the completion of services.

**VII. EVALUATION PROCEDURE:**

Evaluation procedure should be based on lowest calculated and responsive bid.

**ELIGIBILITY REQUIREMENTS:**

1. Must be operated and legally registered five-star hotel under Philippine laws;
2. Must be accredited by the Department of Tourism (DOT)
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

## **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

Please submit your quotation and legal documents not later than **6 May 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

3 May 2016