



## TOURISM PROMOTIONS BOARD

Fourth Floor, Suites 7, 10-17 Legaspi Towers 300, Roxas Boulevard, Manila, Philippines + Tel: (632) 525-9318 to 27  
 Fax: (632) 521-6165 / 525-3314 + Email: pcvcnet@info.com.ph + Website: www.thephilippines-now.com / www.dotpcvc.gov.ph

October 29, 2013

Quotation no. PQ13-354

Ref. No. **2428054**

### Request for Price Quotation

The **TOURISM PROMOTIONS BOARD** invites all interested duly registered suppliers from Phil-GEPS to submit quotations for the item/s listed below;

| Reference | PR no. 10.086  |            |                                    |  |  |
|-----------|--|------------|------------------------------------|--|--|
| Quantity  | Item(s) and Specifications   | Unit Price | Total Amount<br>(VAT<br>INCLUSIVE) |  |  |
| 1 unit    | <p style="text-align: center;"><b>TOURIST BUS with Tour Guide</b><br/> <b>TERMS OF REFERENCE</b><br/> <b>HALF DAY INTRAMUROS TOUR FOR THE FOREIGN SPEAKERS</b></p> <ul style="list-style-type: none"> <li>• <b>Scope of Services</b></li> </ul> <p>A. Half-day Intramuros Tour with lunch<br/>           16 November 2013, am (approx. 30 pax)<br/>           Inclusions:</p> <ul style="list-style-type: none"> <li>• Entrance fees</li> <li>• Tour guide, as necessary. Tour Operator shall provide a detailed script and house rules for the tour guide(s) such as, but not limited to:               <ul style="list-style-type: none"> <li>• Ensure strict compliance to official itinerary</li> <li>• Proper demeanor and ethical behaviour at all times</li> <li>• Observe proper good grooming and appropriate attire at all times</li> <li>• Conduct headcount / ensure that all participants are properly accounted for</li> <li>• Air-conditioned tourist vehicle(s) as needed</li> <li>• Gasoline and parking fees</li> <li>• Professional photographer(s) for documentation</li> <li>• Provision of advance party and/or efficient communication / coordination to the specified area to ensure smooth implementation of the tour.</li> </ul> </li> </ul> <p>B. Tour Guide and Driver Requirements</p> <ul style="list-style-type: none"> <li>• The tour guide must be duly licensed and/or accredited by the Department of Tourism</li> <li>• He or she must have at least two (2) years' experience as a tour guide</li> <li>• He or she must have handled foreign tour groups, at least one group from an international organization (i.e. ASEAN, etc.)</li> </ul> |            |                                    |  |  |

- He or she must not have been convicted nor found guilty of a crime or administrative offense
- He or she must be fluent and conversant in English
- He or she should have a strong sense of Philippine history, culture and tradition as well as be knowledgeable about current events
- He or she must have an engaging personality such as being able to provide wholesome fun humor and entertainment in his/her commentaries
- He or she must be able to project confidence and composure even with difficult or demanding guests

As regards the driver(s), they must have the necessary permits / clearance such as professional driver's license, NBI clearance and must be at least a high school graduate and conversant in English. The tour operator shall attest / certify that the driver has no record of major recklessness, impudence, or accident.

C. Other requirements / services

- Provision of clean, comfortable and tourist friendly transport services for the participants, inclusive of the following:
  - Uniformed, presentable and trained drivers
  - Gasoline and parking fees
  - Tour guide as may be required
- Coordination with TPB officers for all other matters required for the smooth implementation of the tour program.
- Designation of a permanent representative staff who will regularly attend meetings.

**Eligibility Requirements**

- Must be a Department of Tourism (DOT) accredited Tour Operator
- Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS)
- Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign
- Must be a member of DOT-recognized organizations specializing in inbound tour operations
- Must have a professional track record in organizing and handling international groups in the last ten years
- Must have at least five (5) regular staff / employees duly registered with SSS and Department of Labor
- Must have a duly registered and operational company website
- Must have the capacity to provide first class tourist buses and vehicles

• **Technical Eligibility Documents**

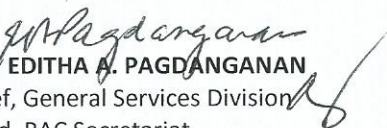
- Company Profile
- PhilGEPS Accreditation
- Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name
- Valid and current Mayor's permit / municipal license
- List of international groups handled



|     |                               |  |  |
|-----|-------------------------------|--|--|
|     |                               |  |  |
| ABC | Php 63,000.00 (VAT inclusive) |  |  |

The last day for submission of **quotation** is not later than 5:00 p.m. on **November 6, 2013**, personally or thru fax no. 526-59-71., 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, 4<sup>th</sup> Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

  
**MA. EDITHA A. PAGDANGANAN**  
Chief, General Services Division  
Head, BAC Secretariat

Contact Person **JOSE T. DUCUSIN, JR**  
Contact No 525-93-18 loc 214 / 525-73-12

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

1. Price Validity shall be for a period of thirty (30) calendar days.
2. Bids exceeding the budget shall be disqualified.