

21 December 2015

**REQUEST FOR QUOTATION**

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

Quotation No. **TPB-PR 2015.12.727**

**Requirements :** Tour Package: Transportation and English-speaking Guide Services  
**Project Title :** GoASEAN Program: Lost at SEA Media Familiarization Tour

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
1 Lot	<p><b>Tour Package</b> Date: 29 December 2015 – 01 January 2016 Target Participants: 6pax</p> <p>Requirements:</p> <p>A. Van Transfers</p> <ul style="list-style-type: none"> <li>▪ Airport-Hotel-Airport</li> <li>▪ Manila City Tour</li> <li>▪ Provision for light snacks and other amenities on board</li> </ul> <p>B. English-speaking Guides</p> <p><i>Please see attached Terms of Reference for details</i></p>		46,000.00
Terms	30 days upon receipt of invoice		
Delivery	29 December 2015 – 01 January 2015		
ABC	PhP46,000.00 inclusive of service charge and all applicable taxes		

Please submit your quotation and legal documents not later than **23 December 2015, 12:00PM**, email to [janet\\_villafranca@tpb.gov.ph](mailto:janet_villafranca@tpb.gov.ph), subject to the Terms and Conditions stated herewith and 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, addressed to the undersigned.

Thank you very much.

(Sgd.)

**NILO C. ABON**

Officer- In- Charge

Procurement and General Services Division

Contact Person  
Contact No

JANET G. VILLAFRANCA  
5259318 loc. 246 / 5257312

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

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. DOT Accreditation Certificate