

11 April 2018

**REQUEST FOR QUOTATION**

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

Quotation No. TPB-PR 2018-04-196

**Requirements: Tour Operator Services for TPB/DOT Korea Surf Familiarization Tour (Siargao and La Union)**

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p><b>I. Details of the Event</b></p> <p>Date : 25-29 April 2018            Venue : Siargao and La Union            Expected No. of Foreign Participants : 25 pax            Total no. of participants : <b>27 pax (including DOT &amp; TPB officers)</b></p> <p>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:</p> <p><b>II. Scope of Services</b></p> <p><b>1. ACCOMMODATION</b></p> <p><b>1.1 SIARGAO</b></p> <ul style="list-style-type: none"> <li>- A resort/hotel in Siargao that can provide 15 twin sharing rooms with breakfasts on 25-27 April 2018. Preferably Siargao Island Villas or with the same category.</li> </ul> <p><b>1.2 LA UNION</b></p> <ul style="list-style-type: none"> <li>- A resort/hotel in San Juan, La Union that can provide 15 twin sharing rooms with breakfasts on 25-27 April 2018. Preferably Kahuna Resort or with the same category.</li> </ul> <p><b>2. TOURS AND OTHER ACTIVITIES with DOT ACCREDITED KOREAN SPEAKING GUIDE</b> (see attached itinerary for the destinations)</p> <p><b>3. TRANSPORTATION (see attached itinerary)</b></p> <ul style="list-style-type: none"> <li>- Can provide coaster as transportation in Manila, Siargao and La Union from 25-29 April 2018. (see attached itinerary for the destinations)</li> </ul>	Php 788,600.00	Php 788,600.00

	<ul style="list-style-type: none"> <li>- Provision of clean, comfortable and tourist friendly transport service for the participants of the inclusive of the following: <ul style="list-style-type: none"> <li>• Uniformed, presentable and trained drivers</li> <li>• Gasoline, toll and parking fees</li> <li>• Dispatcher / coordinator per vehicle</li> </ul> </li> <li>- Provision of first aid kit and hygiene kit onboard</li> <li>- Provision of proper, approved, clean signage for the vehicles</li> <li>- Provision of snacks on board</li> </ul> <p><b>4. MEALS and BEVERAGES</b></p> <ul style="list-style-type: none"> <li>- Can arrange lunch, snacks and dinner receptions from 25-29 April 2018. (Refer to the attached itinerary)</li> </ul> <p><b>5. Tour Coordinator</b></p> <ul style="list-style-type: none"> <li>- To provide cash advances for snacks and other onsite tour related expenses.</li> </ul> <p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>- Coordination with TPB in all other matters required for the smooth implementation of the tour.</li> <li>- Designation of a point person who will coordinate with TPB</li> </ul> <p><b>III. EVALUATION PROCEDURE</b></p> <p>The winning bid shall be selected not solely based on the amount of bid and shall also consider the overall quality of goods and services offered based on bidding documents, provided that the amount of bid does not exceed the above total budget.</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 788,600.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **16 April 2018, 5:00 p.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.

(sgd.)  
**EMMANUEL ZARATE**  
Officer – In – Charge  
Procurement and General Services Division

