

13 April 2018

REQUEST FOR QUOTATION

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

Quotation No. <u>TPB-PR 2018-04-205</u>

Requirements: Services of a Tour Operator for Site Validation in Samar/Leyte (2nd Posting)

Qty	Particu	Estimated Unit Price	Estimated Total Amount	
	I. BACKGROUND			
1 lot	The Tourism Promotions Board Promotions Department will co validation on May 18-21, 2018	Php 140,000.00	Php 140,000.00	
	During the site validation Tourism will conduct the following: 1. Destination assessment (profi product inventory); 2. Inspection of facilities (e.g. acmeeting, recreation, special etc.) 3. Conduct Product presentation The Tourism Promotions Board sl shall be opened for public biddinand travel agency. II. SCOPE OF WORK/DELIVERAB			
	Requirements	Particular		
	ACCOMMODATION	Hotel/ Resort should be		
	Check-in: May 18, 2018	AAA (or its equivalent)		
	Check-out: May 21, 2018	and DOT accredited		
	Two (2) twin sharing rooms with breakfast *Note: accommodation will be in Leyte and Samar	*Total cost of accommodation should be based on actual room expenses *Secured sponsorships or discounted rates should be deducted from the total expenses		
	DOMESTIC AIR-TICKET Passengers: ARNOLD T. GONZALES ALBERTO B. GADIA JR	May 18, 2018 Flight from MANILA – LEYTE PR 2981 – 4:40 – 5:55		

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LAND TRANSPORTATION 1 VAN FROM May 18-21, 2018	May 21, 2018 Flight from LEYTE to MANILA PR2986 – 15:20 – 16:30 Covers transfer-in and out Including Tour and visits Note: * Uniformed, presentable and trained drivers * Gasoline, toll and parking fees * Dispatcher / coordinator per vehicle * Provision of first aid kit onboard * Provision of proper, approved, clean signage for the vehicles *provision of Mineral Water/ candies/ wet tissue's Unit: Grandia 2015
Boat Transfers	Ferry and boat transfers during the visit in different places in Samar and Leyte
Provision for on-site related expenses	Including Entrance Fees and environmental fees Including Terminal Fee's, giveaways for the media.
Meal provision such as lunch and dinner amounting to Php30,000	

ELIGIBILITY REQUIREMENTS

- Must be DOT accredited
- Must be registered with the Philippine Government Electronic Procurement System (PhilGeps).
- Must be a member of DOT recognized organizations.
- Must have handled at least three (3) government projects / events.
- Must be a Local Tour Operator in the Region or any refutable Tour Operator in the country.

III. PROJECT OFFICERS/CONTACT PERSONS ALBERTO B. GADIA JR.

Domestic Promotions Department

Email address: <u>alberto_gadia@tpb.gov.ph</u> / Tel. No: 525-1255 / 525-9318 local 268

	V.	BUDGET: The allotted budget is PHP 140,000.00 (inclusive of all applicable taxes).		
	VI.	PAYMENT PROCEDURE: Send bill to the TOURISM PROMOTIONS BOARD – ATTN: Alberto B. Gadia Jr., after the completion of services		
	VII.	EVALUATION PROCEDURE: The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget		
Terms	30 days upon receipt of invoice			
ABC	Php 140,000.00 inclusive of all applicable taxes			

Please submit your quotation and legal documents not later than **20 April 2018**, 10:00 a.m. in a thru email address pgsd@tpb.gov.ph cc: maria_ponting@tpb.gov.ph, 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

Contact Person MARIA SALVE CATRIONA U. PONTING

Contact No 525-93-18 loc 217

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

Kindly submit the following documents for eligibility:

a. PhilGEPS Membership/Certificate

d. Notarized Omnibus Sworn Statement

b. Mayor's Permit /Business Permit (valid)

e. DOT Accreditation Certificate

c. Business/Income Tax Return