

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 2018-04-206

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

Qty	Particulars	Estimated Unit Price	Estimated Total Amount						
1 lot	<p>I. BACKGROUND</p> <p>The Tourism Promotions Board through one of its Domestic Promotions Department will conduct a Product Update site validation on June 1-4, 2018</p> <p>During the site validation Tourism Promotions Board validators will conduct the following:</p> <ol style="list-style-type: none"> 1. Destination assessment (profile of the destination, activities, product inventory); 2. Inspection of facilities (e.g. accommodations, Convention & meeting, recreation, special interest activities, wellness, etc.) 3. Conduct Product presentation, and networking activities. <p>The Tourism Promotions Board shall bid out the said tour which shall be opened for public bidding to qualified tour operators and travel agency.</p> <p>II. SCOPE OF WORK/DELIVERABLES:</p> <table border="1"> <thead> <tr> <th>Requirements</th> <th>Particular</th> </tr> </thead> <tbody> <tr> <td> <p>ACCOMMODATION Check-in: June 1, 2018 Check-out: June 4, 2018</p> <p>Two (2) twin sharing rooms with breakfast</p> <p><i>*Note: accommodation will be in Mindoro/Romblon</i></p> </td> <td> <ul style="list-style-type: none"> • Hotel/ Resort should be AAA (or its equivalent) and DOT accredited <p><i>*Total cost of accommodation should be based on actual room expenses</i></p> <p><i>*Secured sponsorships or discounted rates should be deducted from the total expenses</i></p> </td> </tr> <tr> <td> <p>DOMESTIC AIR-TICKET Passengers: ARNOLD T. GONZALES ALBERTO B. GADIA JR 1 FROM DOT</p> </td> <td> <p>June 01, 2018 Flight from MANILA – SJC 5J513 6:55 - 0800</p> </td> </tr> </tbody> </table>	Requirements	Particular	<p>ACCOMMODATION Check-in: June 1, 2018 Check-out: June 4, 2018</p> <p>Two (2) twin sharing rooms with breakfast</p> <p><i>*Note: accommodation will be in Mindoro/Romblon</i></p>	<ul style="list-style-type: none"> • Hotel/ Resort should be AAA (or its equivalent) and DOT accredited <p><i>*Total cost of accommodation should be based on actual room expenses</i></p> <p><i>*Secured sponsorships or discounted rates should be deducted from the total expenses</i></p>	<p>DOMESTIC AIR-TICKET Passengers: ARNOLD T. GONZALES ALBERTO B. GADIA JR 1 FROM DOT</p>	<p>June 01, 2018 Flight from MANILA – SJC 5J513 6:55 - 0800</p>	Php 140,000.00	Php 140,000.00
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	June 04, 2018 Flight from TABLAS – MANILA DG6074 –1620 – 1720H		
LAND TRANSPORTATION 1 VAN FROM JUNE 01-JUNE 04, 2018	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 Mindoro and Romblon		
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			
<p>ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • 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 reputable Tour Operator in the country. <p>III. PROJECT OFFICERS/CONTACT PERSONS ALBERTO B. GADIA JR. Domestic Promotions Department Email address: alberto_gadia@tpb.gov.ph / Tel. No: 525-1255 / 525-9318 local 268</p>			

	<p>V. BUDGET: The allotted budget is PHP 140,000.00 (inclusive of all applicable taxes).</p> <p>VI. PAYMENT PROCEDURE: Send bill to the TOURISM PROMOTIONS BOARD – ATTN: Alberto B. Gadia Jr., after the completion of services</p> <p>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</p>		
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 | |