

27 April 2018

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2018-04-246

Requirements: Tour Operator Services for Taiwan Travel Agents and Media Familiarization Tour

| Qty | Particulars | Estimated Unit Price | Estimated Total Amount |
|-------|--|----------------------|------------------------|
| 1 lot | <p>I. BACKGROUND</p> <p>DOT- Taiwan, through the Tourism Promotions Board will organize a Familiarization Tour for Travel Agents and Media in Cebu, Dumaguete and Siquijor on 17-22 May 2018.</p> <p>In line with the closure of Boracay, the Taiwan market is extending their efforts in coming up with new tourism products and destinations by promoting Cebu, Dumaguete and Siquijor. These destinations are of with great potential that can be developed both vision and objectives of all stakeholders.</p> <p>The target participants for this familiarization tour are 10 key agents and 6 media. This familiarization tour provides increase of product knowledge among our key agents who are selling Philippine destinations and for media to spread positive editorial publicity about the destination.</p> <p>II. PURPOSE/OBJECTIVES:</p> <p>Through this activity, the following objectives will be met:</p> <ol style="list-style-type: none"> a. Introduce new destination and increase awareness of the destination; b. Garner positive editorial publicity and press release about the destination as well as our organization. c. Establish network linkages and strengthen good relations between/among DOT-Taiwan travel industry partners and Philippine travel industry stakeholders; d. Contribute to the increase of tourists' arrivals to the Philippines <p>III. SCOPE OF WORK/DELIVERABLES:</p> <p>TPB requires the services of a tour operator that would be able to provide the following:</p> | Php 850,000.00 | Php 850,000.00 |

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| | <p>1. Domestic Air Tickets</p> <p><i>TPB representative (Ma. Monina F. Valdez)</i> <i>17 May 2018 Manila to Cebu via PR2847 ETA 0925H</i> <i>22 May 2018 Cebu to Manila via PR2848 ETA 1120H</i></p> <p><i>19 pax (TBA)</i> <i>21 ay 2018 DGT-CEB via Cebgo6581 ETA 2045H</i></p> <p>2. Accommodation</p> <ul style="list-style-type: none"> • Nine (09) single room accommodations and five (05) twin-sharing room accommodations with breakfast in Moalboal on 17-18 May 2018. Resort should be AAA (or its equivalent) preferably Kasai Village Beach Resort <i>(Awaiting approval of sponsorship)</i> • Nine (09) single room accommodations and five (05) twin-sharing room accommodations with breakfast in Dauin, Negros Oriental on 18-20 May 2018. Resort should be AAA (or its equivalent) preferably Atmosphere Resorts <i>(Awaiting approval of sponsorship)</i> • Nine (09) single room accommodations and five (05) twin-sharing room accommodations with breakfast in Siquijor on 20-21 May 2018. Resort should be AAA (or its equivalent) preferably Coco Grove Beach Resort <i>(Awaiting approval of sponsorship)</i> • Nine (09) single room accommodations and five (05) twin-sharing room accommodations with breakfast in Mactan, Cebu on 21-22 May 2018. Resort should be AAA (or its equivalent) preferably Movenpick Hotel Mactan Island Cebu <i>(Awaiting approval of sponsorship)</i> <p><i>*Total cost of accommodation should be based on actual room expenses</i></p> <p><i>*Secured sponsorships should be deducted from the total expenses</i></p> <p>3. Transportation (3 vans for the whole duration of the trip 17-22 May 2018) <i>(kindly refer to itinerary)</i></p> <p>Note:</p> <ul style="list-style-type: none"> * Uniformed, presentable and trained drivers * Gasoline, toll and parking fees * Dispatcher / coordinator per vehicle * Provision of first aid kit onboard *Provision of bottled water onboard * Provision of proper, approved, clean signage for the vehicles | | |
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| | <p>4. Transfers by Ferry (<i>kindly refer to itinerary</i>)</p> <ul style="list-style-type: none"> • 18 May 2018 Moalboal to Dumaguete • 20 May 2018 Dumaguete to Siquijor • 21 May 2018 Siquijor to Dumaguete <p>5. Tours (kindly refer to the attached itinerary)</p> <ul style="list-style-type: none"> • Diving and snorkeling at Moalboal • Sardines Run • Diving and snorkeling at Apo Island • Dumaguete City Tour • Siquijor Tour <p>6. Mandarin Speaking guide for 17-21 May 2018</p> <p>The tour guide/coordinator should have the following attributes:</p> <ul style="list-style-type: none"> * DOT accredited tour guide * Attentive and addresses the needs of the client <p>7. Other Requirements</p> <ul style="list-style-type: none"> • Inclusion of additional miscellaneous and incidental expenses to be incurred during the tour (toll fees, environmental fees, entrance fees, etc) – Provision of clean, comfortable and tourist friendly transport service for the participants – Coordination with TPB in all other matters required for the smooth implementation of the tour – Designation of a point person who will coordinate with TPB | | |
| Terms | 30 days upon receipt of invoice | | |
| ABC | Php 850,000.00 inclusive of all applicable taxes | | |

Please submit your quotation and legal documents not later than **3 May 2018**, 3:00 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.

(original signed)

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
- b. Mayor's Permit /Business Permit (valid)
- c. Business/Income Tax Return
- d. Notarized Omnibus Sworn Statement
- e. DOT Accreditation Certificate