

04 May 2018

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2018-05-266

Requirements: Tour Operator Services for TPB/DOT Korea- Travel Agents Fam Tour

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p>I. Background</p> <p>In order to introduce and promote new destination such as Palawan to B2B markets, the Philippine Department of Tourism (PDOT) Korea, in partnership with Philippine Airlines (PAL) Korea, is organizing a familiarization tour to Puerto Princesa, Palawan on 16-20 May 2018 for PAL Korea's top partner agents in Korea. This is in relation to the new daily direct flight from Incheon to Puerto Princesa (ICN-PPS) starting 23 June 2018 and four (4) times weekly from Busan to Puerto Princesa (PUS-PPS) starting 26 July 2018.</p> <p>PAL Korea, in an effort to develop a new leisure destination within the Philippines, launched TAG-ICN direct flights daily and has flown 31,370 passengers from Korea to Tagbilaran from 23 June 2017 up to date. Expected annual flown passengers of this route in 2018 alone will be roughly 45,000.</p> <p>Moreover, PAL has been pursuing ICN-PPS inaugural flight effective summer 2018 as early as January this year. ICN/PUS-PPS is going to be two additional routes of PAL Korea, not an alternative or a temporary operation during Boracay's closure. The PPS operation will remain as regular as even after Boracay's reopen in October 2018.</p> <p>From this Familiarization Tour, various tour packages will be formed. The influence and outcome of the promotions of Palawan will have retaining, or possibly increasing, as much Korean outbound traffic into the Philippines as possible.</p> <p>TPB has been requested with the following:</p> <ul style="list-style-type: none"> • Accommodations • Meals • Tours with Guide • Transportation services • Lei receptions at Ninoy Aquino International Airport upon arrival. 	Php 620,300.00	Php 620,300.00

	<p>II. Details of the Event</p> <p>Date : 16-20 May 2018 Venue : Puerto Princesa, Palawan Expected No of Foreign Participants : 18 pax (16 Korean Agents + 2 RAKSO Holdings Officers) Total no. of participants : 19 pax (including 1 TPB Officer)</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>Scope of Services</p> <p>1. ACCOMMODATION <i>(TPB and PAL to negotiate complimentary and/or discounted room rates)</i></p> <p>a. Best Western Plus The Ivywall Hotel - Provide 10 twin-sharing deluxe room accommodations with breakfast on 16 May 2018 (overnight) for the participants and TPB Project Officer.</p> <p>b. Hue Hotels and Resorts - Provide 10 twin-sharing deluxe room accommodations with breakfast on 17 May 2018 (overnight) for the participants and TPB Project Officer.</p> <p>c. Sheridan Beach Resort and Spa - Provide 10 twin-sharing deluxe room accommodations with breakfast on 18 May 2018 (overnight) for the participants and TPB Project Officer.</p> <p>2. TOURS AND OTHER ACTIVITIES WITH DOT ACCREDITED GUIDE</p> <p>a. 16 May 2018 - Arrange Ihawig Firefly Watching Tour.</p> <p>b. 17 May 2018 - Arrange Honda Bay Island Hopping Tour (including Cowrie Island, Pambato Reef, Pandan Island, etc.). - Arrange Pandan Island Buffet Lunch with Seafood BBQ. - Arrange tour of Plaza Cuartel, Immaculate Conception Cathedral, Baywalk, SM and Robinson’s Place. - Arrange Resort/Hotel Inspections at Hotel Centro and Aziza Paradise Hotel.</p> <p>c. 18 May 2018 - Arrange Resort/Hotel Inspections at Astoria Palawan and Waterpark. - Arrange Puerto Princesa Underground River Tour.</p>		
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- d. 19 May 2018
- Arrange Puerto Princesa City Tour (including Crocodile Farm, Binuatan Creations, Mitra’s Ranch, and Baker’s Hill).
 - Arrange Hotel Inspections at City of Dreams and Conrad Manila.

3. TRANSPORTATION (see attached itinerary)

Land

- Provide a bus/mini-bus in Manila on 16 and 19 May 2018 that can accommodate 20 pax.
- Provide a bus/mini-bus in Puerto Princesa on 16 to 19 May 2018 that can accommodate 25 pax.

4. MEALS and BEVERAGES

- Arrange lunch and dinner receptions for 15 pax during the tour.

Date	Lunch	Dinner
16 May 2018	Resorts World (TBC)	Best Western Plus The Ivywall Hotel
17 May 2018	Pandan Island Buffet Lunch	Kim C Korean Restaurant / Ka Inato Restaurant (TBC)
18 May 2018	Sheridan Beach Resort & Spa	Sheridan Beach Resort & Spa
19 May 2018	Ka Lui Restaurant	TBC

5. Provision of a **Korean tour guide** who is knowledgeable not only about Puerto Princesa/Palawan but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on 16-20 May 2018.

6. Provision of a **tour coordinator** to provide miscellaneous budget for snacks and other tour-related expenses.

Other requirements

- Provision of clean, comfortable and tourist friendly transport service for the participants of the inclusive of the following:
 - Uniformed, presentable and trained drivers
 - Gasoline, toll and parking fees
 - Dispatcher / coordinator per vehicle
- Provision of first aid kit and hygiene kit onboard
- Provision of proper, approved, clean signage for the vehicles
- Provision of snacks on board
- 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

	<p>III. Eligibility Requirements</p> <ol style="list-style-type: none"> 1. Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company. 2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps). 3. Must possess the necessary expertise in the conveyance of passengers, particularly Korean travel sales agents. 4. Must be a member of DOT recognized organizations. 5. Must have a professional track record in handling international groups (particularly Korean travel sales agents) in the last five years. 6. Must have handled at least three (3) government projects / events. 7. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor. 8. Must have the capacity to provide first class tourists buses and vehicles. 		
Terms	30 days upon receipt of invoice		
ABC	Php 620,300.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **10 May 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.

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