

28 June 2018

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2018.06.355

Requirements : Services of a Tour Operator
Project Title : Familiarization Trip for Select Delegates of the 2018 ASEAN-Korea Youth Network Workshop

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
1 lot	<p>Tour Operator Services</p> <p>Date: 7-12 July 2018 Destinations: Manila and Environs Guests: 85 Foreign Delegates + 5 TPB Representatives</p> <p>Scope of Services</p> <ol style="list-style-type: none"> 1. Tour Activities with English-Speaking Guide <ul style="list-style-type: none"> • Implementation of Tour (<i>please see attached Itinerary</i>) • DOT Accredited English-Speaking Tour Guide 2. Transportation <ul style="list-style-type: none"> • Two (2) buses (at least 2015 model) 7-11 July • Provision for first and hygienic kit on board • Provision for snacks, water, and wifi on board 3. Incentivized Dinner with Cultural Entertainment <ul style="list-style-type: none"> • Incentivized dinner for 100pax with cultural entertainment at Provenciano Restaurant Quezon City 7 July 2018 4. Provision for a Tour Coordinator <p><i>Please see attached Terms of Reference and Itinerary for details</i></p>	572,500.00	572,500.00

Terms	30 days upon receipt of invoice
Delivery	As stated
ABC	PhP572,500.00 inclusive of service charge and all applicable taxes

Please submit your **quotation and legal documents** duly signed by your representative to email address *janet_villafranca@tpb.gov.ph* not later than **4 July 2018, 12:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

Thank you very much.

(Sgd.)

NILO C. ABON

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

Note: All entries must be typewritten in your company letterhead.

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

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile