

15 February 2019

**REQUEST FOR QUOTATION**

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

**Quotation No. TPB-PR 2019.02.115**

**Requirements : Tour Operator Services**  
**Project : Fun Instagram Ambassadors Familiarization Trip**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
Lot	<p>Lot 1 - Tour Operator Services</p> <p>Date: 8-12 March</p> <p>Group 1            Manila &amp; Boracay (6 Pax)</p> <p>A. Transportation</p> <ul style="list-style-type: none"> <li>• 1 Coaster in Manila</li> <li>• 2 Vans in Boracay</li> <li>• Boat Transfers</li> </ul> <p>B. On board snacks, bottled water, and cold towels</p> <p>C. Tours and activities per itinerary</p> <p>D. Local Tour Guide            (DOT accredited guide based in Boracay)</p> <p>E. Terminal Fees</p> <p>F. Incentivized Tour Kit</p> <p>G. First Aid Kit Onboard</p> <p>H. Miscellaneous Expenses            (entrance fees, environmental fees, parking fees, porter fees, etc.)</p> <p>Group 2            Manila &amp; Puerto Princesa (5 Pax)</p> <p>A. Transportation</p> <ul style="list-style-type: none"> <li>• 1 Coaster in Manila</li> <li>• 2 Vans in Puerto Princesa</li> </ul> <p>B. On board snacks, bottled water, and cold towels</p> <p>C. Tours and activities per itinerary</p> <p>D. Local tour guide (DOT accredited Japanese-speaking guide in MNL and PPS)</p>	406,000.00	406,000.00

	<p>E. Terminal Fees  F. Incentivized Tour Kit  G. First Aid Kit Onboard  H. Miscellaneous Expenses  (entrance fees, environmental fees, parking fees, porter fees, etc.)</p>		
	<p>Lot 2 – Tour Operator Services</p> <p>Date: 10-14 April</p> <p>Group 1  Manila and Davao</p> <p>A. Transportation</p> <ul style="list-style-type: none"> <li>• 1 Coaster in Manila and Davao</li> <li>• Boat Transfers</li> </ul> <p>B. On board snacks, bottled water, and cold towels</p> <p>C. Tours and activities per itinerary</p> <p>D. Local Tour Guide  (DOT accredited guide in Manila and Davao)</p> <p>E. Terminal Fees  F. Incentivized Tour Kit  G. First Aid Kit Onboard  H. Miscellaneous Expenses  (entrance fees, environmental fees, parking fees, porter fees, etc.)</p> <p>Group 2  Cebu and Bohol</p> <p>A. Transportation</p> <ul style="list-style-type: none"> <li>• 1 Coaster in Cebu and Bohol</li> <li>• Business class ferry transfer for 6 pax  (CEB-TAG-CEB)</li> </ul> <p>B. On board snacks, bottled water, and cold towels</p> <p>C. Tours and activities per itinerary</p> <p>D. Local Tour Guide  (DOT accredited Japanese-speaking guide in Cebu and Bohol )</p> <p>E. Terminal Fees  F. Incentivized Tour Kit  G. First Aid Kit Onboard  H. Miscellaneous Expenses  (entrance fees, environmental fees, parking fees, porter fees, etc.)</p> <p>Please see attached Terms of Reference and Itinerary for details</p>	396,500.00	396,500.00
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP802,500.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents** not later than **21 February 2019, 12:00PM**, subject to the Terms and Conditions stated herewith and 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, addressed to the undersigned.

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