

Request for Quotation

06 March 2019

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

Quotation No. TPB-PR.2019.03.187

PR No. 3.025 / Feb. 04, 2019

Requirements : TOUR OPERATOR SERVICE

Project Title : KOL FAMILIARIZATION TOUR TO DAVAO, MANILA AND ITS ENVIRONS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>TOUR OPERATOR SERVICE</p> <p>Scope of Services:</p> <p>HOTEL ACCOMMODATION REQUIREMENTS:</p> <p>A. Tour operator to provide hotel accommodation in Manila:</p> <ol style="list-style-type: none"> Hyatt Regency, a five star hotel at the entertainment city. 12 single deluxe rooms with buffet breakfast on 24-25 March 2019; <p>B. Tour operator to provide hotel accommodation in Clark:</p> <ol style="list-style-type: none"> Clark Marriott 12 single deluxe rooms with buffet breakfast on 25-27 March 2019. <p>C. Tour operator to provide hotel accommodation in Davao:</p> <ol style="list-style-type: none"> Marco Polo, a five star hotel in Davao; 12 single deluxe rooms with buffet breakfast on 27-29 March 2019. <p>D. Tour operator to provide hotel accommodation in Samal Island:</p> <ol style="list-style-type: none"> Pear Farm, a five star resort in Samal Island; 	P984,600.00	P984,600.00

	<p>2. 12 single deluxe rooms with buffet breakfast on 29-30 March 2019.</p> <p>Note:</p> <ul style="list-style-type: none"> • Total cost of accommodation should be based on actual room expenses; • Secured sponsorships should be deducted from the total expenses. <p>TOUR GUIDE REQUIREMENTS:</p> <ul style="list-style-type: none"> • One (1) DOT Accredited Tour Guide for Manila, Subic, Bataan and Davao. • Tour guide based in Manila and Davao who can speak fluently in Mandarin and English, knowledgeable not only about the destinations but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on 24-30 March 2019. • Neatly dressed and coordinates with TPB representative on the schedule of activities. • Does NOT sell products nor ask tips from the guests. <p>TRANSPORTATION REQUIREMENTS:</p> <ul style="list-style-type: none"> • Provision of one (1) Bus for arrival and departure transfers and tours based on the attached itinerary from 24-30 March 2019. • Provision of tour vehicles with proper signage / labels and other amenities such as mineral waters and wet towels/wipes for each participants. • Bus model should not be older than 2016 <p>TOURS and ACTIVITIES:</p> <ul style="list-style-type: none"> • Puning Hot Spring • Las Casas de Acuzar Tour • Manila, Clark and Davao City Tour • Island Hopping with snorkeling in Davao • Kadayawan Village • Eden Nature Park and Malagos Garden Resort <p>OTHER REQUIREMENTS:</p> <ol style="list-style-type: none"> Provision of a service vehicle, Van, for TPB Project officer (Residence-Airport-Residence) Coordination with TPB in all other matters required for the smooth implementation of the itinerary; Designation of a point person who will coordinate with TPB. Inclusion of a local guide in all included destinations. 		
--	--	--	--

	<p>BUDGET: The allotted budget is PHP 984,600 (inclusive of all applicable taxes).</p> <p>PAYMENT PROCEDURE: Send bill to the TOURISM PROMOTIONS BOARD - ATTN: Ms. Maria Dolores R. Aparejado, OIC North Asia Division, after the completion of services</p> <p>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	Php984,600.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **12 MARCH 2019** thru email at soc_torres@tpb.gov.ph or thru fax no. 02 526-5971, 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.

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

525-93-18 loc. 246
soc_torres@tpb.gov.ph

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

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

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

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN

4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement
7. Income Tax Return