

Request for Quotation

14 March 2019

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

Quotation No. TPB-PR.2019.03.220

PR No. 3.080 / Feb. 18, 2019

Requirements : SERVICES OF TOUR OPERATOR

Project Title : TABI SALADA FILMING IN THE PHILIPPINE 2019

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>SERVICES OF TOUR OPERATOR</p> <p>IV. DETAILS OF THE EVENT:</p> <p>Date : 30 March – 07 April 2019 Venue : Ilocos, Cebu, El Nido, and Manila Expected Number of Foreign Participants : 1 pax Total No. of Participants : 2 pax Including TPB Officer</p> <p>V. SCOPE OF WORK/DELIVERABLES:</p> <p>TPB requires the services of a tour operator that would be able to provide the following:</p> <p>a. Domestic Air Tickets for TPB Officer (MNL-CEB-MNL)</p>	P437,200.000	P437,200.000

DATE	FLIGHT NUMBER	ROUTE	ETD	NO. OF PAX
30 March 2019	PR 2196	MNL-LAO	11:30	2
01 April 2019	PR 2199	LAO-MNL	21:05	
02 April 2019	PR 1849	MNL-CEB	09:40	
04 April 2019	Air Swift T6-337	CEB-ENI	15:15	
06 April 2019	Air Swift T6-147	ENI-MNL	17:35	

Names of Passengers:

Mr. Mikio Yamamoto

Mr. Redentor B. Bote, Jr.

- Each passenger should have 20 kgs baggage allowance per route;
- Air tickets must be re-bookable, refundable, and re-routable;

b. Comprehensive Travel Insurance for 2 pax

c. Accommodation

CHECK-IN	CHECK-OUT	NO. OF NIGHTS	NAME OF HOTEL	TYPE OF ROOM	NO. OF ROOMS
29 March 2019	30 March 2019	1	Belmont Hotel	Deluxe room & Single occupancy	Two (2)

30 March 2019	01 April 2019	2	Fort Ilocandia Hotel
01 April 2019	02 April 2019	1	Belmont Hotel
02 April 2019	04 April 2019	1	Pulchra Resort
04 April 2019	06 April 2019	2	Seda Lio Hotel
06 April 2019	07 April 2019	1	Makati Shangri-la Hotel/ New World Makati

Guest List:

Mr. Mikio Yamamoto
Mr. Redentor B. Bote, Jr.

Awaiting approval of sponsorship and should be deducted from the actual billing if granted

d. Transportation (kindly refer to itinerary)

- One (1) Van, preferably 2016 model or newer
- Manila on 29-30 March, 01-02 April and 06-07 April 2019;
- Ilocos (Laoag & Vigan) from 30 March-01 April 2019;
- Cebu on 02-04 April 2019; and
- El Nido on 04-06 April 2019

e. Meals and Beverages (Refer to itinerary; hosted meals to be deducted from the billing statement)

- Lunch and Dinner for 2 pax from 30 March-07 April 2019
- Onboard snacks and bottled water for 2 pax for the duration of the tour

f. Tours and activities (Refer to itinerary)

- Ilocos Norte Tour (Sinking Bell Tower, Sarrat Church, Binakol Loom Weaving Demo) on 30 March;
- Ilocos Sur Tour (Bantay Watchtower, Syquia Mansion, National Museum-Vigan Old Jail House, Pagburnayan Pottery Demo, Ilocos Sur Dancing Fountain Show) on 31 March;
- Batac Empanada Food Demo, Paoay Chichacorn Food Demo, Tour

TOURISM PROMOTIONS BOARD PHILIPPINES

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on Malacañang of the North and Marcos Museum on 01 April;

- 4x4 ride in Culili Point Sand Dunes on 01 April;
- Ocular and visit to Quattro Inflatable Sports Water Park on 02 April;
- Casa de Cacao tour in Cebu on 02 April;
- Sky Experience Adventure (Edge Coaster, Sky Walk Extreme) in Crown Regency Hotel & Towers Cebu on 02 April;
- Whaleshark watching in Oslob on 03 April;
- El Nido Island Hopping Tour (Secret Lagoon, Big Lagoon, Small Lagoon) on 05 April;
- Ocular and visit to Polilya in Poblacion, Makati on 06 April;
- BGC Walking Tour (Bonifacio High Street, Serendra, Market! Market! SM Aura) on 07 April

g. Japanese Speaking Guide

- One (1) DOT accredited Manila-based Japanese speaking tour guide to accompany the guests throughout the tour in Manila, Ilocos and El Nido;
- One (1) DOT accredited Cebu-based Japanese speaking tour guide to accompany the guests throughout the tour in Cebu;

h. Incentivized tour kit/travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.

i. Miscellaneous expenses

- Inclusion of applicable entrance fees, environmental fees, parking fees, porter fees, etc.
- Inclusion of miscellaneous/incidental expenses to be incurred during the tour

j. Other Requirements

- Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following:
 - Uniformed, presentable and trained drivers
 - Gasoline, toll and parking fees
 - Dispatcher / coordinator per vehicle
 - Provision of first aid kit onboard the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
 - Provision of proper, approved, clean signage for the vehicles
 - 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
 - Tour operator to provide a detailed breakdown of the bid proposal as basis of the actual billing in the event that sponsorships shall be granted.

	<p>The tour operator should have the following attributes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attentive and addresses the needs of the client <input type="checkbox"/> Has been in the industry for at least 3 years <input type="checkbox"/> Must be willing to provide services on a send bill arrangement <input type="checkbox"/> Accredited by the Department of Tourism <p>**The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total expenses.</p> <p>VI. TIME FRAME AND SCHEDULE OF WORK: A tour operator to provide the mentioned services from 30 March – 07 April 2019. (Please see attached itinerary)</p> <p>VII. BUDGET: The allotted budget for the tour operator is Php 437,200.00 (inclusive of all applicable taxes).</p> <p>X. 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 tourists, both local and foreign. 4. Must be a member of DOT recognized organizations 5. Must have a professional track record in handling international groups 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 437,200.00.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **20 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