

### 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.2019.03.222**

PR No. 3.081 / Feb. 21, 2019

**Requirements : TRAVEL AGENCY TO PROVIDE MANDARIN INTERPRETER**

**Project Title : TAIWAN TRAVEL AGENTS MEGA FAMILIARIZATION TOUR AND TRAVEL EXCHANGE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>35 Mandarin Interpreters for the Business-to-Business Networking</p> <p>In view of the above, the Tourism Promotions Board is in need of 35 Mandarin interpreters.</p> <p>I. DETAILS OF THE EVENT:</p> <p>Date: 25 April 2019 Venue: TBA Expected Number of Taiwanese Participants: 72 Taiwanese Buyers</p> <p>SCOPE OF WORK/DELIVERABLES:</p> <p>TPB requires the services of a DOT-accredited travel agency that would be able to provide 35 Mandarin interpreters. The travel agency should have the following attributes:</p> <ul style="list-style-type: none"> <li>• Attentive and addresses the needs of the client;</li> <li>• Has been in the industry for at least 3 years;</li> </ul>	P4,000.00	P140,000.00

	<ul style="list-style-type: none"> <li>• Must be willing to provide services on a send bill arrangement;</li> <li>• Accredited by the Department of Tourism; and,</li> <li>• With existing credit line with TPB.</li> </ul> <p>The Interpreters should have the following attributes:</p> <ul style="list-style-type: none"> <li>• Have an in depth knowledge and understanding of his/her working languages;</li> <li>• Have knowledge of relevant tourism terminology;</li> <li>• Have strong communication skills;</li> <li>• Must not sell their services or products</li> <li>• Be polite, respectful and tactful;</li> <li>• Must be able to remain neutral before, during and after every interpretation assignment; and,</li> <li>• Must be articulate.</li> </ul> <p>II. TIME FRAME AND SCHEDULE OF WORK:</p> <p>Provide the mentioned services on 25 April 2019, 2pm onwards (halfday).</p> <p>IV. ABC</p> <p>The allotted budget is PHP 140,000.00 (inclusive of all applicable taxes).</p> <p>V. PAYMENT PROCEDURE:</p> <p>Send bill to the TOURISM PROMOTIONS BOARD- ATTN: Jaime A. Sy, after the completion of services.</p> <p>EVALUATION PROCEDURE:</p> <p>The winning bid shall be selected based on the proposal with the most advantageous package cost, provided that the amount of the bid does not exceed the above total budget.</p> <p>ELIGIBILITY REQUIREMENTS:</p> <ol style="list-style-type: none"> <li>1. Must be accredited by the Department of Tourism (DOT)</li> <li>2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	<b>Php140,000.00</b> 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](mailto: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](mailto: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