

## Request for Quotation

15 March 2019

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

**Quotation No. TPB-PR.2019.03.236**

PR No. 2.128 / Feb. 15, 2019

**Requirements : ACCOMMODATION REQUIREMENT**

**Project Title : TPB/DOT TOKYO CEBU PACIFIC PHILIPPINE FUN INSTAGRAM  
AMBASSADOR FAM TRIP**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p><b>ACCOMMODATION IN MANILA</b>  <b>22-23 March 2019 / 6 Single Deluxe Rooms</b>            Provide room accommodation requirements (6 single deluxe rooms) on 22-23 March 2019</p> <ul style="list-style-type: none"> <li>•Must be willing to provide services on a send bill arrangement;</li> <li>•Must be DOT-Accredited establishment;</li> <li>•Flexible and could adjust immediately to urgent requirements without additional cost to the client;</li> <li>•Must be willing to extend FOC or preferential rates</li> </ul> <p>SCOPE OF WORK/DELIVERABLES:            (22-23 March 2019 / one night) Bid Price Ceiling: PHP 45,000.00</p> <ul style="list-style-type: none"> <li>•Must be located in Manila Bay area;</li> <li>•Must be a five-star hotel property set in the center of the developing area in Manila Bay that is modern, dynamic and luxurious, and the perfect choice for the modern- day business and leisure travelers;</li> <li>•The property offers at least 347 elegant guest rooms and suites;</li> <li>•Location is</li> </ul>	P7,500.00	P45,000.00

	<ul style="list-style-type: none"> <li>•Property is only 15-minute drive to/from Ninoy Aquino International Airport;</li> <li>•Rooms must have the following essential amenities: Cable TV / Wi-Fi internet access / Minibar Personal safe / Phone / Tea and coffee maker</li> <li>•Must have a pool, a spa, and an all-day dining place;</li> <li>•Can extend FOC and discounted room rate inclusive of buffet breakfast for 6 rooms for 1 night</li> </ul> <p>Billing Charges/Amenities:</p> <ol style="list-style-type: none"> <li>a.One guest folio for room charges chargeable against TPB</li> <li>b.One guest folio for incidentals chargeable against guest's personal account</li> <li>c.No cash payment or down payment should be required by the hotel in its proposal</li> <li>d.Any other requirements that may be mutually agreed upon by the TPB and the service provider</li> </ol> <p>OTHER REQUIREMENTS</p> <p>Coordination with TPB in all other matters relative to the implementation of the tour</p> <p>Designation of a point person who will coordinate with TPB</p> <p>The total cost of accommodation should be based on actual room expenses. Likewise, secured sponsorships should be deducted from the total expenses.</p> <p>TIME FRAME AND SCHEDULE OF WORK: The group will check in on 22 March 2019 and will check out on 23 March 2019. (Please see attached itinerary}</p>		
LOT 2	<p><b>ACCOMMODATION IN MANILA IN DAVAO 23-25 March 2019 / 6 Single Deluxe Rooms</b></p> <p>Provide room accommodation requirements (6 single deluxe rooms) on 23-25 March 2019: (23-25 March 2019 / two nights} Bid Price Ceiling: PHP 78,000.00</p> <ul style="list-style-type: none"> <li>•Must be located in the heart of Davao's shopping and business district;</li> <li>•Must be a 5-star luxury hotel offering its unique blend of Western comforts and Asian hospitality;</li> </ul>	P6,500.00	P78,000.00

<p>LOT 3</p>	<ul style="list-style-type: none"> <li>•The property offers at least 245 luxurious rooms and suites, overlooking Mount Apo and the Gulf of Davao;</li> <li>•Property is only 20-minute drive to/from Davao International Airport</li> <li>•Rooms must have the following essential amenities: Cable TV / Wi-Fi internet access / Minibar Personal safe / Phone /Tea and coffee maker</li> <li>•Must have a pool, a spa, and an all-day dining place;</li> <li>•Can extend FOC and discounted room rate inclusive of buffet breakfast for 6 rooms for 2 nights</li> </ul> <p>Billing Charges/Amenities:</p> <ol style="list-style-type: none"> <li>a. One guest folio for room charges chargeable against TPB</li> <li>b. One guest folio for incidentals chargeable against guest's personal account</li> <li>c. No cash payment or down payment should be required by the hotel in its proposal</li> <li>d. Any other requirements that may be mutually agreed upon by the TPB and the service provider</li> </ol> <p><b>OTHER REQUIREMENTS</b></p> <p>Coordination with TPB in all other matters relative to the implementation of the tour</p> <p>Designation of a point person who will coordinate with TPB</p> <p>The total cost of accommodation should be based on actual room expenses. Likewise, secured sponsorships should be deducted from the total expenses.</p> <p><b>TIME FRAME AND SCHEDULE OF WORK:</b></p> <p>The group will check in on 23 March 2019 and will check out on 25 March 2019. (Please see attached itinerary}</p> <p><b>ACCOMMODATION IN MANILA</b>  <b>25-26 March 2019 / 6 Single Deluxe Rooms</b>  Provide room accommodation requirements (6 single deluxe rooms) on 25-26 March 2019:  (25-26 March 2019 / one night) Bid Price Ceiling:  PHP 45,000.00</p> <ul style="list-style-type: none"> <li>•Must be located in Makati area;</li> </ul>	<p>P7,500.00</p>	<p>P45,000.00</p>
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<p>LOT 4</p>	<ul style="list-style-type: none"> <li>•Must be a 5-star luxury hotel reflecting a global aesthetic with classic Filipino touches;</li> <li>•The property offers at least 469 elegant guest rooms and suites;</li> <li>•Property is only 30-minute drive to/from Ninoy Aquino International Airport;</li> <li>•Rooms must have the following essential amenities: Cable TV / Wi-Fi internet access / Minibar Personal safe / Phone / Tea and coffee maker</li> <li>•Must have a pool, a spa, and an all-day dining place;</li> <li>•Must offer complimentary transfers from hotel to D'Mall, Station 2;</li> <li>•Can extend FOC and discounted room rate inclusive of buffet breakfast for 6 rooms for 1 night</li> </ul> <p>Billing Charges/Amenities:</p> <ol style="list-style-type: none"> <li>a. One guest folio for room charges chargeable against TPB</li> <li>b. One guest folio for incidentals chargeable against guest's personal account</li> <li>c. No cash payment or down payment should be required by the hotel in its proposal</li> <li>d. Any other requirements that may be mutually agreed upon by the TPB and the service provider</li> </ol> <p><b>OTHER REQUIREMENTS</b></p> <p>Coordination with TPB in all other matters relative to the implementation of the tour</p> <p>Designation of a point person who will coordinate with TPB</p> <p>The total cost of accommodation should be based on actual room expenses. Likewise, secured sponsorships should be deducted from the total expenses.</p> <p><b>TIME FRAME AND SCHEDULE OF WORK:</b></p> <p>The group will check in on 25 March 2019 and will check out on 26 March 2019. (Please see attached itinerary)</p> <p><b>ACCOMMODATION IN CEBU</b> <b>21-22 June 2019 / 5 Single Deluxe Rooms</b></p> <p>Provide room accommodation requirements (5 single deluxe rooms with breakfast) on 21-22 June 2019:</p>	<p>P7,500.00</p>	<p>P37,500.00</p>
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<p>LOT 5</p>	<p><b>MINIMUM REQUIREMENTS FOR SUPPLIERS</b></p> <ul style="list-style-type: none"> <li>•Must be willing to provide services on a send bill arrangement;</li> <li>•Must be DOT-Accredited establishment;</li> <li>•Flexible and could adjust immediately to urgent requirements without additional cost to the client;</li> <li>•Must be willing to extend FOC or preferential rates</li> </ul> <p><b>SCOPE OF WORK/DELIVERABLES:</b></p> <ul style="list-style-type: none"> <li>•Hotel must be located in Mactan Island, Cebu</li> <li>•Must be a DOT-Accredited five-star Mediterranean-inspired beachfront hotel and should be minutes away from the Mactan Airport</li> <li>•Can extend discounted room rates inclusive of buffet breakfast for five (5) rooms;</li> <li>•Willing to host a special dinner for the group on 21 June 2019.</li> </ul> <p><b>Billing Charges/Amenities:</b></p> <ol style="list-style-type: none"> <li>a. One guest folio for room charges chargeable against TPB</li> <li>b. One guest folio for incidentals chargeable against guest’s personal account</li> <li>c. No cash payment or down payment should be required by the hotel in its proposal</li> <li>d. Any other requirements that may be mutually agreed upon by the TPB and the service provider</li> </ol> <p><b>OTHER REQUIREMENTS</b></p> <p>Coordination with TPB in all other matters relative to the implementation of the tour</p> <p>Designation of a point person who will coordinate with TPB</p> <p><b>TIME FRAME AND SCHEDULE OF WORK:</b></p> <p>The group will check in on 21 June 2019 and will check out on 22 June 2019. (Please see attached itinerary)</p> <p><b>ACCOMMODATION IN BOHOL</b>  <b>22-24 June 2019 / 5 Single Deluxe Rooms</b>  Provide room accommodation requirements (5 single deluxe rooms with breakfast) on 22-24 June 2019:</p>	<p>P8,000.00</p>	<p>P80,000.00</p>
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	<p><b>MINIMUM REQUIREMENTS FOR SUPPLIERS</b></p> <ul style="list-style-type: none"> <li>•Must be willing to provide services on a send bill arrangement;</li> <li>•Must be DOT-Accredited establishment;</li> <li>•Flexible and could adjust immediately to urgent requirements without additional cost to the client;</li> <li>•Must be willing to extend FOC or preferential rates</li> </ul> <p><b>SCOPE OF WORK/DELIVERABLES:</b></p> <ul style="list-style-type: none"> <li>•Hotel/ Resort must be located in Panglao Island, Bohol</li> <li>•Must be a DOT-Accredited five-star beachfront hotel and has its own marine sanctuary and own docking deck accessible to various island destinations of Bohol</li> <li>•Can extend discounted room rates inclusive of buffet breakfast for five (5) rooms;</li> <li>•Willing to host a special dinner for the group on 22 and/or 23 June 2019.</li> </ul> <p><b>Billing Charges/Amenities:</b></p> <ol style="list-style-type: none"> <li>a. One guest folio for room charges chargeable against TPB</li> <li>b. One guest folio for incidentals chargeable against guest’s personal account</li> <li>c. No cash payment or down payment should be required by the hotel in its proposal</li> <li>d. Any other requirements that may be mutually agreed upon by the TPB and the service provider</li> </ol> <p><b>OTHER REQUIREMENTS</b></p> <p>Coordination with TPB in all other matters relative to the implementation of the tour</p> <p>Designation of a point person who will coordinate with TPB</p> <p><b>TIME FRAME AND SCHEDULE OF WORK:</b></p> <p>The group will check in on 22 June 2019 and will check out on 24 June 2019. (Please see attached itinerary)</p> <p><b>BUDGET:</b></p> <p>The allotted budget for the service provider is Php 80,000.00 (inclusive of all applicable taxes).</p>		
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<p>LOT 6</p>	<p><b>CCOMMODATION IN CEBU</b>  <b>24-25 June 2019 / 5 Single Deluxe Rooms</b>  Provide room accommodation requirements (5 single deluxe rooms with breakfast) on 24-25 June 2019:</p> <p>IMINIMUM REQUIREMENTS FOR SUPPLIERS  Must be willing to provide services on a send bill arrangement;  Must be DOT-Accredited establishment;  Flexible and could adjust immediately to urgent requirements without additional cost to the client;  Must be willing to extend FOC or preferential rates</p> <p>SCOPE OF WORK/DELIVERABLES:</p> <ul style="list-style-type: none"> <li>• Hotel must be located in Lapu-Lapu City, Cebu</li> <li>• Must be a DOT-Accredited five-star beachfront hotel and should be minutes away from the Mactan Airport</li> <li>• Can extend discounted room rates inclusive of buffet breakfast for five (5) rooms;</li> <li>• Willing to host a special dinner for the group on 24 June 2019.</li> </ul> <p>Billing Charges/Amenities:  a. One guest folio for room charges chargeable against TPB  b. One guest folio for incidentals chargeable against guest's personal account  c. No cash payment or down payment should be required by the hotel in its proposal  d. Any other requirements that may be mutually agreed upon by the TPB and the service provider</p> <p>OTHER REQUIREMENTS  Coordination with TPB in all other matters relative to the implementation of the tour  Designation of a point person who will coordinate with TPB</p> <p>TIME FRAME AND SCHEDULE OF WORK:  The group will check in on 24 June 2019 and will check out on 25 June 2019. (Please see attached itinerary)</p> <p>BUDGET:</p>	<p>P7,500.00</p>	<p>P37,500.00</p>
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	The allotted budget for the service provider is Php 37,500.00 (inclusive of all applicable taxes).		
Terms	30 days upon receipt of invoice		
ABC	<b>Php323,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **19 MARCH 2019, 10:00 am** 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

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



**TOURISM PROMOTIONS BOARD PHILIPPINES**

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