

Request for Quotation

22 March 2019

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

Quotation No. TPB-PR.2019.03.265

PR No. 3.010 / Feb. 12, 2019

Requirements : SERVICES OF TOUR OPERATOR

Project Title : INVENTORY ON SUSTAINABLE SITES

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>SERVICES OF TOUR OPERATOR</p> <p>Project Title : INVENTORY ON SUSTAINABLE SITES AKLAN-CAPIZ – APRIL 8-13, 2019</p> <p>TECHNICAL SPECIFICATION (see below complete details)</p> <ul style="list-style-type: none"> • Accommodation for the TOUR OPERATOR/ MEDIA/ TPB/ DOT PERSONNEL • Land transportation and tour • Meal provision 	P950,000.00	P950,000.00
Terms	30 days upon receipt of invoice		
ABC	Php950,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **28 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

PROCUREMENT OF TOUR SERVICES
INVENTORY OF SUSTAINABLE SITES in AKLAN and CAPIZ Requirements
 (APRIL 9-13,2019)

TECHNICAL SPECIFICATION

I. BACKGROUND

The Tourism Promotions Board through one of its Domestic Promotions Department will conduct an inventory of sustainable sites in Aklan and Capiz on April 9-13 2019.

The objectives are as follows:

1. Identify good practices in community-based tourism destinations
2. Prepare and recommend new product offerings to be showcased in different consumer promotions, travel and trade shows domestically and internationally.
3. Assist in establishing a clearer understanding of community-based tourism products and services offered to tourists.

The Tourism Promotions Board shall bid out the said coverage which shall be opened for public bidding to qualify and classified into one (1) lot identified below:

LOT # 1 (5D/4N)	Kalibo, Aklan and Roxas, Capiz	ABC Php950,000.00
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SCOPE OF WORK/DELIVERABLES:

Requirements	Particular
<p>Accommodation for the TOUR OPERATOR/ MEDIA/ TPB/ DOT PERSONNEL</p> <p><u>April 9-10, 2019 KALIBO, AKLAN</u> 20 twin sharing rooms with complimentary breakfast</p> <p><u>April 10-13, 2019 in ROXAS, CAPIZ</u> 20 twin sharing rooms with complimentary breakfast</p>	<p>• Hotel/ Resort should be AAA (or its equivalent) and DOT accredited</p> <p>*Total cost of accommodation should be based on actual room expenses *Secured sponsorships or discounted rates should be deducted from the total expenses</p>
<p>Land transportation and tour</p> <p>3 vans or 1 coaster for April 9-13 2019</p>	<p>Covers airport transfer-in and out, transfers and tours in Kalibo and Capiz</p> <p>Note:</p> <ul style="list-style-type: none"> * Uniformed, presentable and trained drivers * Gasoline, toll and parking fees * Dispatcher / coordinator per vehicle * Provision of first aid kit onboard * Provision of proper, approved, clean signage for the vehicles *provision of Mineral Water/ candies/ wet tissues per day <p>Unit: atleast 2016 model</p>

Provision for on-site related expenses as need arises amounting P100,000.00	Including Entrance Fees and environmental fees Including Terminal Fee's, giveaways for the media.
Meal provision (AM and PM Snacks, Lunch, and Dinner) amounting to Php 350,000.00 for the Tour Operators, Media, TPB Personnel and DOT Region VI including partner agencies, hoteliers and private sectors (09-13 April 2019) Note: Meals must be approved by the project officer.	

II. ELIGIBILITY REQUIREMENTS

- Must be DOT accredited
- Must be registered with the Philippine Government Electronic Procurement System (PhilGeps).
- Must be a member of DOT recognized organizations.
- Must have handled at least three (3) government projects / events.
- Must be a Local Tour Operator/ Travel Agency of Region VI- Western Visayas

III. INVITATION TO SUPPLIERS

The winning bidders shall be determined in accordance with the process of R.A. 9184 and it's Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.

IV. PROJECT OFFICERS/CONTACT PERSONS

ALBERTO B. GADIA JR.

Domestic Promotions Department

Email address: alberto_gadia@tpb.gov.ph / Tel. No: 525-1255 / 525-9318 local 268

V. BUDGET:

The allotted budget is **PHP 950,000.00** (inclusive of all applicable taxes).

VI. PAYMENT PROCEDURE:

Send bill to the **TOURISM PROMOTIONS BOARD – ATTN: Alberto B. Gadia Jr.**, after the completion of services

VII. 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

	- Showcase of traditional fishing method (Surambaw)	
1:00 p.m.	City Tour - Sacred Heart of Jesus Shrine - Ang Panublion Museum - Birthplace of Pres. Manuel A. Roxas	
3:00 p.m.	SIGUIL (FISH HARVEST) - Milkfish & Crab Harvest	
7:00 p.m.	Dinner (TBA)	
April 12, 2019	KAPIZPISTAHAN EXPERIENCE	
8:00 a.m.	Breakfast at the Hotel	
9:00 a.m.	Pick up at the Hotel	
	Continuation of the Tour - Banica Dried Fish Center - Sta. Monica Church and Panay Bell	
12:00 nn	FOOD TRIP SA CAPIZ @Capiz Gymnasium, Vilareal Stadium, Roxas City CULTURAL PERFORMANCES LUNCH	
	*SADSAD CAPIZ: STREET DANCING COMPETITION PARADA SANG MGA HIGANTE (Parade of Giant Paper Mache)	
	*GRAND OPENING OF NIGHT MARKET (BAZAAR/ STREET FOOD FEST)	
	Travel time going back to hotel	
	DINNER - Espacio Verde Resort	
	Travel Time going back to Hotel	
April 13, 2019		
07:00 - 08:00 a.m. PR2204	ETD from ROXAS to MANILA	

Note: Subject to change without prior notice

ITINERARY FORM

Project Name: **PHILIPPINE TOURISM DESTINATION INVENTORY / CAPIZPISTAHAN FESTIVAL**

Date: April 09-13, 2019

Venue: AKLAN-CAPIZ

Date / Time	Activity	Remarks
April 09, 2019	KALIBO, AKLAN	
PR 2969 07:50 – 8:40 AM	MANILA to KALIBO AKLAN	
9:40 AM	ETA at Kalibo Airport	
10:00 AM	BAKAWAN ECO-PARK Lunch	
1:00 p.m.	LA HERMINIA PINA WEAVING	
2:00 p.m.	Visit Museum of Aklan	
3:00 p.m.	Aklan freedom shrine Check-in	
7:00 p.m.	Dinner at the Hotel	
April 10, 2019	MALAY -KALIBO - ROXAS	
7:00 a.m.		
9:00 am	MOTAG LIVING MUSEUM with activity Lunch	
3:00 p.m.	MELITON INTEGRATED ORGANIC FARM Pm snack	
6:00 p.m.	Check-in	
7:30 p.m.	Dinner at Baybay Restaurant	
April 11, 2019	ROXAS CAPIZ	
7:00 AM	Breakfast	
8:00 AM	Proceed to Cabugao Verdant Farm	
11:00	<u>PALINA GREENBELT RIVER CRUISE</u> 2018 ASEAN SUSTAINABLE TOURISM AWARDEE Community Based Rural Tourism - River Tour - Seafoods lunch in bamboo raft	

TOURISM PROMOTIONS BOARD PHILIPPINES

4F, Legaspi Towers 300, Roxas Blvd., corner P. Ocampo St., Malate, Manila 1004 Philippines
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