

## Request for Quotation

22 April 2019

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

**Quotation No. TPB-PR.2019.04.366**

PR No. 4.073 / 4/8/2019

**Requirements : MANDARIN INTERPRETER**

**Project Title : TAIWANESE TRAVEL AGENTS MEGA FAM TOUR AND TRAVEL EXCHANGE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>MANDARIN INTERPRETER</p> <p>Tourism Promotions Board is in need of 35 Mandarin interpreters</p> <p>DETAILS OF THE EVENT: Date: 11 June 2019 Venue: TBA Expected Number of Taiwanese Participants : 72 Taiwanese Buyers</p> <p>SCOPE OF WORK/DELIVERABLES: 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> <li>• Must be willing to provide services on a send bill arrangement;</li> <li>• Accredited by the Department of</li> </ul>	P175,000.00	P175,000.00

	<p>Tourism; and,</p> <ul style="list-style-type: none"> <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>TIME FRAME AND SCHEDULE OF WORK: Provide the mentioned services on 11 June 2019, 1pm onwards (halfday).</p> <p>ABC The allotted budget is PHP 175,000.00 (inclusive of all applicable taxes).</p> <p>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>NOTE: DO NOT SUBMIT YOUR QUOTATION WITH INCOMPLETE AND NOT UPDATED LEGAL DOCUMENTS:</p> <ol style="list-style-type: none"> <li>1. Notarized Omnibus Sworn Statement</li> <li>2. Mayor's Permit/License</li> <li>3. BIR Registration / TIN</li> <li>4. Company Profile/Reference</li> </ol>		
--	--	--	--

	5. PhilGEPs Certificate 6. SEC/DTI Registration Certificate		
Terms	30 days upon receipt of invoice		
ABC	<b>Php175,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **29 APRIL 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

**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:

7. SEC/DTI Registration Certificate
8. Mayor's Permit/License
9. BIR Registration / TIN
10. Company Profile/Reference
11. PhilGEPs Certificate
12. Omnibus Sworn Statement
13. Income Tax Return

## TAIWAN TRAVEL AGENTS MEGA FAMILIARIZATION TOUR AND TRAVEL EXCHANGE

Hotel Venue TBA

11 June 2019

Mandarin Interpreters for the Business-to-Business Networking

### BACKGROUND:

The Department of Tourism in Taiwan, through the Tourism Promotions Board will organize a Taiwan Travel Agents Mega Familiarization Tour and Travel Exchange on 11-16 June 2019. Target number of participants is 70 agents and 2 travel trade media from the Northern, Central and Southern Taiwan.

It is part of the Department of Tourism Taiwan Office's promotional strategy to strengthen the awareness of the Philippines as a must-see destination for the Taiwanese. Instead of organizing a Philippine Business Mission, the DOI Taiwan decided to conduct a trip on a grand scale to highlight our "It's More Fun in the Philippines" campaign to the Taiwan travel trade in order to help us in developing tour packages and generate publicity of the country.

This will not be just a familiarization tour, but we will also organize tabletop Business-to-Business (B2B) appointments with our accredited Philippine private sectors such as hotels and travel agencies.

Taiwan is considered as one of the major source market of the Philippine Tourism. It is also ranked as the top 6th country in terms of its tourist arrivals. This office endeavors to sustain the uptrend momentum, further improve Taiwan tourist traffic to the Philippines, and eventually achieve the target for 2019.

In view of the above, the Tourism Promotions Board is in need of 35 Mandarin interpreters.

#### I. DETAILS OF THE EVENT:

Date	:	11 June 2019
Venue	:	TBA
Expected Number		
of Taiwanese Participants	:	72 Taiwanese Buyers

#### TOURISM PROMOTIONS BOARD PHILIPPINES

4F, Legaspi Towers 300, Roxas Blvd., corner P. Ocampo St., Malate, Manila 1004 Philippines  
Tel: +63 2 525.9318 to 27 • Fax: +63 2 521.6165 / 525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph



## II. SCOPE OF WORK/DELIVERABLES:

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:

- Attentive and addresses the needs of the client;
- Has been in the industry for at least 3 years;
- Must be willing to provide services on a send bill arrangement;
- Accredited by the Department of Tourism; and,
- With existing credit line with TPB.

The Interpreters should have the following attributes:

- Have an in depth knowledge and understanding of his/her working languages;
- Have knowledge of relevant tourism terminology;
- Have strong communication skills;
- Must not sell their services or products
- Be polite, respectful and tactful;
- Must be able to remain neutral before, during and after every interpretation assignment; and,
- Must be articulate.

## III. TIME FRAME AND SCHEDULE OF WORK:

Provide the mentioned services on 11 June 2019, 1pm onwards (halfday).

## IV. ABC

The allotted budget is **PHP 175,000.00** (inclusive of all applicable taxes).

## V. PAYMENT PROCEDURE:

Send bill to the **TOURISM PROMOTIONS BOARD – ATTN: Jaime A. Sy**, after the completion of services.

## VI. EVALUATION PROCEDURE:

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.

**VII. ELIGIBILITY REQUIREMENTS:**

1. Must be accredited by the Department of Tourism (DOT)
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

