

## Request for Quotation

10 May 2019

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

**Quotation No. TPB-PR.2019.05.395**

PR No. 5.030 / 30-April-19

**Requirements : SERVICES OF A TOUR OPERATOR**

**Project Title: PRODUCT UPDATE FOR AUSTRALIAN TOUR WHOLESALERS ON 25 MAY – 01 JUNE 2019**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>TOUR OPERATOR SERVICES</p> <p><b>Scope of Work and Deliverables</b></p> <p>TPB requires the services of a tour operator that would be able to provide the following:</p> <p>A. Accommodation</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> Call Manila: Three (3) single room accommodations with breakfast in Metro Manila (preferably Pasay City) for an overnight stay on 25-26 May. Hotel should be AAA (or its equivalent) and DOT accredited preferably Conrad Manila, Hilton Manila or City of Dreams Manila. (Awaiting approval of sponsorship)</li> <li>- Siargao: Four (4) single room accommodations with breakfast in Boracay for a 3D2N stay on 26-29 May. Resort should be AAA (or its equivalent) and DOT accredited</li> </ul>	P422,400.00	P422,400.00

	<p>preferably Crimson Resort, Movenpick Resort or the Lind Boracay. (Awaiting approval of sponsorship)</p> <ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Call Manila: Three (3) single room accommodations with breakfast in Metro Manila (Preferably Pasay City) for an overnight stay on 31 May – 01 June. Hotel should be AAA (or its equivalent) and DOT accredited preferably Conrad Manila, Hilton Manila or City of Dreams Manila. (Awaiting approval of sponsorship)</li> </ul> <p>Note:</p> <p><b>*Total cost of accommodation should be based on actual room expenses</b></p> <p><b>*Secured sponsorships should be deducted from the total expenses</b></p> <p>B. Transportation (Van) (kindly refer to itinerary)</p> <ul style="list-style-type: none"> <li>- Manila (25-26 May and 31 May – 01 June)</li> <li>- Siargao (26-29 May)</li> <li>- Boracay (29 May – 31 May)</li> </ul> <p>Note:</p> <p><b>*Uniformed, presentable and trained drivers</b></p> <p><b>*Gasoline, toll and parking fees</b></p> <p><b>*Dispatcher/coordinator per vehicle</b></p> <p><b>*Provision of first aid kit onboard</b></p> <p><b>*Provision of proper, approved, clean signage for the vehicles</b></p> <p>C. Tours (kindly refer to the attached itinerary)</p> <ul style="list-style-type: none"> <li>- Cloud 9, Siargao</li> <li>- Island hopping in Siargao (as per itinerary)</li> <li>- Hotel inspections (as per itinerary)</li> <li>- Taktak Falls, Tiktikan Lagoon and</li> </ul>		
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	<p>Tayangban Cave Pool</p> <ul style="list-style-type: none"> <li>- Island activities in Boracay as per itinerary</li> </ul> <p><b>Time Frame and Schedule of Work</b></p> <p>A tour Operator to provide the mentioned services from 25 May – 01 June 2010</p> <p><b>Eligibility Requirements</b></p> <ol style="list-style-type: none"> <li>1. Must be DOT accredited;</li> <li>2. Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS); and</li> <li>3. Must be a member of Department of Tourism (DOT) recognized organizations;</li> <li>4. Must have handled at least three (3) government projects/events;</li> <li>5. Must have at least five (5) regular staff/employees duly registered with SSS and/or Department of Labor;</li> </ol> <p><b>Budget</b></p> <p>The allotted budget is Php422,400.00 (inclusive of all taxes)</p> <p><b>Payment Procedure</b></p> <p>Send bill to the Tourism Promotions Board – ATTN: James A. Sy, after the completion of services.</p> <p><b>Evaluation Procedure</b></p> <p>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</p>		
Terms	30 days upon receipt of invoice		
ABC	Php422,400.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **17 MAY 2019** thru email at christian\_serrano@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

**CHRISTIAN S. SERRANO**

Contact No

525-93-18 loc. 246

christian\_serrano@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

## ITINERARY

DATE/TIME	PARTICULARS	REMARKS
<b>May 25 Saturday Day 1: SYDNEY/MANILA D</b>		
10:50 AM	(ex-BNE) Depart Brisbane to Manila <i>Mr. Robert Graham</i>	Via PAL PR 222
10:30 AM	(ex-SYD) Depart Sydney to Manila <i>Ms. Rose Delos Santos/ Ms. Francisca Kalaquian</i>	Via PAL PR212
04:50 PM	(ex-SYD) Arrive in Manila/Check in at hotel	
05:00 PM	(ex-BNE) Arrive in Manila / Check in at hotel	
	Day at leisure	
08:00 PM	Dinner	
<b>May 26 Sunday Day 2: MANILA/SIARGAO L/D</b>		
06:00 AM	Breakfast at the hotel	
7:00 AM	Check out of the hotel / Travel to the airport	
09:35 AM	Depart Manila for Siargao	Via Cebgo 6841
12:00 NN	Arrive in Siargao / Check in at hotel	
	Late Lunch	
1:30 PM- 5:00 PM	Siargao Hotel inspections	
5:00- to sunset	Cloud 9	
7:00 PM	Dinner	
<b>May 27 Monday Day 3: SIARGAO L/D</b>		
08:00 AM	Breakfast at the hotel	
	<ul style="list-style-type: none"> <li>Island Hopping: Naked, Daku and Guyam Island with <b>Lunch</b></li> <li>Sugba Lagoon tour</li> </ul>	
	Dinner	
<b>May 28 Tuesday Day 4: SIARGAO L/D</b>		
08:00 AM	Breakfast at the hotel	
09:00 AM	Siargao Hotel Inspection	
12:00 NN	Lunch	
02:00 PM	TakTak Falls; Tiktikan Lagoon; Tayangban Cave Pool	
	Dinner	



DATE/TIME	PARTICULARS	REMARKS
<b>May 29 Wednesday Day 5: SIARGAO/CEBU/BORACAY L/D</b>		
07:00 AM	Breakfast at the hotel	
08:00 AM	Check out of the hotel/ Travel to the airport	
09:15 AM	Depart Siargao for Cebu	Via CebPac DG 6852
10:20 AM	Arrive in Cebu International Airport	
	Early Lunch	
1:55 PM	Take connecting flight from Cebu to Caticlan	Via CebPac 5J 132
2:55 PM	Arrive in Caticlan	
	Take ferry from Caticlan Port to Boracay's Cagban Jetty	
	Arrive in Boracay/Check in at hotel	
	Dinner	
<b>May 30 Thursday Day 6: BORACAY L/D</b>		
08:00	Breakfast at the hotel	
09:00	Day Tour	
12:00	Lunch	
1:00 PM	Hotel Inspections	
	Dinner	
<b>May 31 Friday Day 7: BORACAY/MANILA L/D</b>		
07:00 AM	Breakfast at the hotel	
08:00 AM	Check out of the hotel/ Travel to Boracay's Cagban Jetty	
	Take ferry from Boracay's Cagban Jetty to Caticlan Port	
	Arrive in Caticlan/ Lunch in Caticlan	
12:55 PM	Depart Caticlan to Manila	Via PAL PR 2042
01:55 PM	Arrive in Manila / Check in at hotel	
	Free time	
	Dinner/ Free time	
<b>June 1 Saturday MANILA/SYDNEY L(2pax)/D(2pax)</b>		
06:00 AM	Breakfast at hotel	
11:00 AM	Check out of the hotel <i>Mr. Graham and Ms. Delos Santos</i>	

DATE/TIME	PARTICULARS	REMARKS
6:30 PM	Proceed to NAIA 2 Depart Manila <i>Ms. Kalaquian</i>	Via PR 211 *pls request for late check out
<b>June 5 Wednesday-</b> Depart for Brisbane 23:35- 09:35 (+1)- Mr. Robert Graham Depart for Sydney 11:15- 21:00- Ms. Rose Delos Santos		