

**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.2019.05.396**

PR No. 5.033 / 09-May-2019

**Requirements : SERVICES OF INTERPRETERS**

**Project Title: PHILIPPINE – KOREA TRAVEL EXCHANGE (PHILKOTEX) 2019**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>SERVICES OF INTERPRETERS</p> <p><b>DETAILS OF THE EVENT</b> Date: 27 June 2019 Venue: TBA Expected Number Of Foreign Participants: 100 Foreign Buyers</p> <p><b>Scope of Work and Deliverables</b> TPB requires the services of a DOT-accredited travel agency that would be able to provide 10 interpreters who can speak in Korean and English</p> <p>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</li> </ul>	P5,000.00	P50,000.00

	<p>send bill arrangement;</p> <ul style="list-style-type: none"> <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>• Must 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><b>Time Frame and Schedule of Work</b></p> <p>Provide the mentioned services on 27 Jun 2019 (wholeday)</p> <p><b>Budget</b></p> <p>The allotted budget for the travel agency for the interpreter is Php50,000.00</p> <p><b>Payment Procedure</b></p> <p>Send the bills to the Tourism Promotions Board – ATTN: Maria Dolores R. Aparejado</p> <p><b>Evaluation Procedure</b></p> <p>The winning bid shall be 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><b>Eligibility Requirements</b></p>		
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	1. Must be accredited by Department of Tourism (DOT); 2. Must be accredited with the Philippine Government Electronic Procurement System (PhilGeps).		
Terms	30 days upon receipt of invoice		
ABC	<b>Php50,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **16 MAY 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 **CHRISTIAN S. SERRANO**

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

