

Request for Quotation

30 August 2019

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

Quotation No. TPB-PR.2019.08.775

PR No. 8.139 / August 28, 2019

Requirements : SERVICES OF TOUR OPERATOR

Project Title : JPARK ISLAND 10th ANNIVERSARY MEDIA FAM TOUR

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>TOUR OPERATOR SERVICE</p> <p>Date : September 18-23, 2019 Venue : Cebu, Bohol and environs Expected Number of Foreign Participants : 12 pax Total No. of Participants : Including TPB Officer : 13 pax</p> <p>SCOPE OF WORK/DELIVERABLES:</p> <p>TPB requires the services of a tour operator that would be able to provide the following:</p> <p>a. Transportation (kindly refer to itinerary) • Two (2) Vans Cebu on September 18-23, 2019 Bohol on September 19, 2019</p> <p>b. Tours and activities including Korean Guide • Cebu/Bohol Tour/Island Hopping/Oslob Whalesharks Watching Tour (Please see attached itinerary)</p> <p>c. Domestic Airticket (Manila-Cebu-Manila) for</p>	P312,800.00	P312,800.00

	<p>one (1) pax</p> <p>d. Meals of TPB Project Coordinator</p> <p>e. One Dinner including drinks</p> <p>f. Operator to accompany and facilitate the familiarization trip</p> <p>g. Miscellaneous expenses</p> <ul style="list-style-type: none"> • Inclusion of toll fees, entrance fees, rental of snorkeling gear, boat hire, snacks on the road, coordination meetings, pre-paid cards, environmental fees, Loboc River Cruise Lunch, optional activities and other incidental expenses on-site, etc. <p>h. Other Requirements</p> <p>Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following:</p> <p>Uniformed, presentable and trained drivers</p> <p>Gasoline, toll and parking fees</p> <p>Provision of first aid kit onboard</p> <p>Provision of proper, approved, clean signage for the vehicles</p> <p>Coordination with TPB in all other matters required for the smooth implementation of the tour</p> <p>Designation of a point person who will coordinate with TPB</p> <p>Tour operator to provide a detailed breakdown of the bid proposal as basis of the actual billing in the event that sponsorships shall be granted.</p> <p>The tour operator should have the following attributes:</p> <p>Attentive and addresses the needs of the client</p> <p>Has been in the industry for at least 3 years</p> <p>Must be willing to provide services on a send bill arrangement</p> <p>Accredited by the Department of Tourism</p> <p>**The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total expenses.</p> <p>TIME FRAME AND SCHEDULE OF WORK:</p> <p>A tour operator to provide the mentioned services from September 18-23, 2019 respectively. (Please see attached itinerary)</p>		
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	<p>BUDGET: P312,800.00</p> <p>The allotted budget for the tour operator is PhP 312,800.00 (inclusive of all applicable taxes).</p> <p>Total Bid Price Ceiling is PhP312,800.00 inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget.</p> <p>PAYMENT PROCEDURE:</p> <p>Send bill to the TOURISM PROMOTIONS BOARD after the completion of services. MARIA DOLORES R. APAREJADO Officer-in-Charge, North Asia Division International Promotions Department 4/F Legaspi Towers 300, Roxas Boulevard Manila 1004</p> <p>EVALUATION PROCEDURE:</p> <p>The winning bid shall be selected not solely based on the amount of bid and shall also consider the overall proposal based on bidding documents, provided that the amount of bid does not exceed the above total budget</p> <p>ELIGIBILITY REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company. 2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps). 3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign. 4. Must be a member of DOT recognized organizations 5. Must have a professional track record in 		
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	<p>handling international groups in the last five years.</p> <p>6. Must have handled at least three (3) government projects / events</p> <p>7. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.</p> <p>8. Must have the capacity to provide first class tourists buses and vehicles.</p> <p>Note: DO NOT SUBMIT your bid quotation with incomplete legal documents. Legal Documents:</p> <ol style="list-style-type: none"> 1. SEC/DTI Registration Certificate 2. 2019 Mayor's Permit/License 3. BIR Registration / TIN 4. Company Profile/Reference 5. PhilGEPs Certificate with Valid date 6. Notarized Omnibus Sworn Statement (Notarized with the same date of your bid quotation) 7. Income Tax Return 8. Notarized Authority of the Signatory (Notarized with same date of your bid quotation) <ul style="list-style-type: none"> Secretary's Certificate if SEC or Special Power of Attorney if DTI <p>INCOMPLETE ATTACHMENT OF LEGAL DOCUMENTS IS NOT ELIGIBLE TO PARTICIPATE IN THE BIDDING</p> <p>Address your quotation to Mr. Nilo C. Abon, Acting Head, Procurement and General Services Div.</p>		
Terms	30 days upon receipt of invoice		
ABC	Php312,800.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **05 SEPTEMBER 2019, 5:00 pm** 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
8. Notarized Authority of the Signatory
(Notarized with same date of your bid quotation)
Secretary's Certificate if SEC or
Special Power of Attorney if DTI