

## Request for Quotation

02 October 2019

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

**Quotation No. TPB-PR.2019.10.869**

PR No. 9.016 / Oct. 2 2019

**Requirements : SERVICES OF TOUR OPERATOR**

**Project Title : Australian Media Fam Tour in Partnership with Cebu Pacific**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>TOUR OPERATOR SERVICE</p> <p>Details of the Event Date : 07-12 November 2019 Venue : Manila, Cebu, and Bohol Expected Number Of Participants : 13 pax (TPB included)</p> <p><b>I. Scope of Services:</b></p> <p><b>1. Accommodation Requirements (07-12 November 2018)</b></p> <p>The Tourism Promotions Board will require eleven (11) single rooms and one (1) twin sharing accommodations in a 4-5 star Hotel/Resort to accommodate ten (10) Australian participants, two (2) PR agency representatives, and one (1) TPB representative and in the following dates and locations:</p> <ul style="list-style-type: none"> <li>• <b>07-08 November 2019, Manila (1-night stay)</b></li> </ul> <p>Target properties:</p>	P726,000.00	P726,000.00

- Conrad Manila
- The Peninsula Manila
- Hilton Manila

- **08-09 November 2019, Cebu (1-night stay)**

Target property:

- Sumilon Island  
Bluewater Resort

- **09-10 November 2019, Bohol (1 night stay)**

Target properties:

- Radisson Blu
- Bai Hotel

- **10-12 November 2019, Bohol (2 nights stay)**

Target properties:

- Amorita Resort
- Henann Resort
- Bohol Beach Club
- Eskaya Beach Resort

All accommodations are subject to request for sponsorship. Secured sponsorships shall be deducted to from the cost.

**2. Tour guide / coordinator requirements:**

One (1) DOT-accredited English-speaking Tour Guide in Cebu, Bohol, and Manila

- Tour guide who can speak fluent English and Filipino, knowledgeable not only about Cebu, Bohol, and Manila but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on **07-12 November 2019.**

**3. Transfers, transportation requirements, and ferry transfers:**

- **Land Transportation (refer to the attached**

**itinerary):**

○ **Manila (arrival only)**

▪ 07 November 2019

- Tour Op to provide transfers for the TPB representative from TPB office to NAIA
- Tour Op to provide one (1) van for luggage and one (1) coaster for participants from NAIA to hotel (TBA)

▪ 08 November 2019

- Tour Op to provide one (1) van for luggage and one (1) coaster for participants from hotel (TBA) to NAIA

○ **Cebu leg**

▪ 08-09 November 2019

- One (1) coaster that can fit 15 people comfortably and one (1) van for luggage;

○ **Bohol leg**

▪ 10-12 November 2019

- Tour Op to provide one (1) van for luggage and bus

one (1) coaster for participants from port to hotel

○ **Manila Leg (departure only)**

	<ul style="list-style-type: none"> <li>▪ 12 November 2019 <ul style="list-style-type: none"> <li>- Tour Op to provide one (1) van for luggage and one (1) coaster for participants from NAIA to TPB office</li> <li>-</li> </ul> </li> </ul> <p>➤ <b>Ferry Transfers (refer to the attached itinerary):</b></p> <ul style="list-style-type: none"> <li>○ <b>Cebu to Tagbilaran, Bohol</b> <ul style="list-style-type: none"> <li>▪ 0920H - 1120H; 10 November 2019</li> </ul> </li> </ul> <p><b>4. Tour activities:</b></p> <ul style="list-style-type: none"> <li>- Inclusions on 07-12 November 2019: <ul style="list-style-type: none"> <li>○ Provision of Environmental, entrance fees and towels for the snorkeling, swimming, and canyoneering activities in Cebu, and countryside tour in Bohol</li> <li>○ Tour operator to provide the following: <ul style="list-style-type: none"> <li><b>Cebu leg</b> <ul style="list-style-type: none"> <li>▪ Arranging a <b>Southern Cebu tour</b> (inclusive of swimming and/or canyoneering at Kawasan Falls) on <b><u>09 November 2019;</u></b></li> </ul> </li> <li><b>Bohol leg</b> <ul style="list-style-type: none"> <li>▪ Arranging a tour in Danao Adventure Park on <b><u>10 November 2019;</u></b></li> <li>▪ Arranging a <b>countryside tour in Bohol</b> (see attached itinerary for the specific tour attractions) on <b><u>11 November 2019;</u></b></li> </ul> </li> </ul> </li> </ul> </li> </ul> <p><b>5. Meals (including TPB rep and tour guide):</b></p> <ul style="list-style-type: none"> <li>- <b>Tour Op to provide the following:</b></li> </ul>		
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	<ul style="list-style-type: none"> <li>- Lunch at Kawasan Falls on 09 November</li> <li>- Lunch at Loboc River Cruise on 11 November</li> <li>- Tour op to coordinate, suggest and reserve the restaurants/resorts for the rest of the meals</li> <li>- TPB to pay for the remaining meals</li> </ul> <p><b>6. Miscellaneous</b> included (incidentals, entrance fees, environmental fees, communication expenses and etc.)</p> <p><b>7. Other Requirements:</b></p> <p>a. Provision of the following on complimentary basis:</p> <ol style="list-style-type: none"> <li>1. Land transportation with the following: <ul style="list-style-type: none"> <li>✓ Medicine kit</li> <li>✓ Cold water and towels</li> <li>✓ Candies or snacks</li> <li>✓ Kits with alcohol, wet wipes, insect repellent, and tissue</li> </ul> </li> <li>2. Designation of a point person/coordinator that will coordinate with TPB officer.</li> <li>3. <b>Internet Connection</b> for the guests for the whole duration of the trip. (Preferably <b>Wifi pockets</b> that can accommodate 10 devices)</li> </ol> <p>b. Coordination with TPB in all other matters required for the smooth implementation of the itinerary;</p> <p>IV. Eligibility Requirements</p> <ol style="list-style-type: none"> <li>1. Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.</li> <li>2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS).</li> <li>3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.</li> <li>4. Must have the capacity to provide first class tourists buses and vehicles.</li> </ol>		
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	<p>Note: DO NOT SUBMIT your bid quotation with incomplete legal documents.</p> <p>Legal Documents:</p> <ol style="list-style-type: none"> <li>1. SEC/DTI Registration Certificate</li> <li>2. 2019 Mayor's Permit/License</li> <li>3. BIR Registration / TIN</li> <li>4. Company Profile/Reference</li> <li>5. PhilGEPs Certificate with Valid date</li> <li>6. Notarized Omnibus Sworn Statement (Notarized with the same date of your bid quotation)</li> <li>7. Income Tax Return</li> <li>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</li> </ol> <p>INCOMPLETE ATTACHMENT OF LEGAL DOCUMENTS IS NOT ELIGIBLE TO PARTICIPATE IN THE BIDDING</p> <p>Address your quotation to Ms. Roselle D. Romero, Acting Head, Procurement and General Services Div.</p>		
Terms	30 days upon receipt of invoice		
ABC	<b>Php726,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **11 October 2019, 5:00 pm** 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.

**ROSELLE D. ROMERO**  
Acting Head  
Procurement and General Services Division

Contact Person **SOCRATES G. TORRES**  
Contact No 525-93-18 loc. 266  
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