

Request for Quotation

11 October 2019

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

Quotation No. TPB-PR.2019.10.899

PR No. 10.033 / Oct. 04, 2019

Requirements : SERVICES OF TOUR OPERATOR

Project Title : International Conference on Southeast Asian Crafts and Folk Art

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>SERVICES OF TOUR OPERATOR</p> <p>SCOPE OF SERVICES</p> <p>Destination : Baguio City Schedule : 18 November 2019 Number of Pax : Two (2) Project Officers</p> <p>Scope of Work / Deliverables</p> <p>A. Land Arrangements – Baguio City</p> <p style="padding-left: 20px;">Transportation</p> <ul style="list-style-type: none"> - One (1) day rental of 1 van (TPB – Baguio City – Residence) <p>B. Catering Services at Teacher’s Camp for 200 pax</p> <ul style="list-style-type: none"> - Minimum guarantee 200 pax - Merienda Cena/Bufferet Set-up/with some cordillera fusion menu or cordilleran inspired dishes - Menu subject for approval of TPB and 	P138,000.00	P138,000.00

	<p>the Organizer</p> <p>III. ITINERARY</p> <p>18 November 2019</p> <p>5:00 am Depart TPB for Baguio 11:00 am Arrive Baguio City 11:30 am Lunch 12:00 pm Proceed to Teacher’s Camp 1:00 pm Meeting with AICSEACFA 2:00 pm Start of the Program 2:30 pm Merienda Cena (TPB Hosted) 4:30 pm Drive back to Manila (Drop off at Residence)</p> <p>SPECIAL/ADDITIONAL REQUIREMENTS</p> <p>The Travel and Tour Operators must be:</p> <ul style="list-style-type: none"> • DOT-accredited establishment. • At least five (5) years experience and expertise in inbound (domestic) travel. • Willing to provide services on “send-bill” arrangement. • Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines. <p>Transport Service must be:</p> <ul style="list-style-type: none"> • DOT – Accredited vehicles (Year Model: not older than 2015) • Inclusive of licensed driver with uniform and company ID, fuel, driver’s meals, applicable parking and toll fees • Comprehensive insurance for the passengers <p>DO NOT SUBMIT YOUR BID QUOTATION WITH INCOMPLETE LEGAL REQUIREMENT</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 138,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than 18 October 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.

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. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement same date with your Bid Quotation
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