

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.2019.10.904

PR No. 10.052 / 07 October 2019

Requirements : SERVICES OF TOUR OPERATOR

Project Title : FAMILIARIZATION TRIP OF ROYAL SCENIC TRAVEL AGENTS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>SCOPE OF SERVICES</p> <p>DELIVERABLES</p> <p>TRANSPORTATION</p> <p>1. Domestic airfare ticket for eleven (11) passengers: 11 November 2019 MNL-El Nido, T6 142 ETD 1350H ETA 1510H * tickets should be re-bookable and refundable & with 20kg allowable luggage and meal</p> <p>2. Ocean Jet roundtrip ticket for eleven (11) passengers: 15 November 2019 Cebu – Bohol – Cebu (business class)</p> <p>3. Transportation with comfortable seating for eleven (11) persons and their pieces of luggage in Manila, El Nido, Puerto Princesa, Cebu and Bohol:</p>	P990,500.00	P990,500.00

	<ul style="list-style-type: none"> • International flights airport pick-up and drop-off • Domestic flights airport pick-up and drop-off • Land transfer from El Nido to Puerto Princesa • Provision of van usage for entire fam trip <p>ACCOMMODATION & MEALS</p> <p>1. Accommodation for eleven (11) persons with breakfast on the following dates and destinations:</p> <p>Hilton Hotel Check-in: 10 November 2019 Check-out: 11 November 2019</p> <p>Miniloc Resort Check-in: 11 November 2019 Check-out: 13 November 2019</p> <p>Sheridan Beach Resort & Spa Check-in: 13 November 2019 Check-out: 14 November 2019</p> <p>Radisson Blu Check-in: 14 November 2019 Check-out: 17 November 2019</p> <p>Room requirement: eleven (11) single share rooms</p> <p>2. Inclusion of meals (lunch, snacks, dinner) on 10-17 November 2019 in renowned restaurants serving Filipino and International food choices in Manila, Palawan, Cebu and Bohol</p> <p>TOURS AND ACTIVITIES</p> <p>1. Services of one (1) competent and eloquent English speaking tour guide to accompany the guests in Manila, Palawan, Cebu and Bohol</p> <p>2. Availability of a tour coordinator/guide to accompany the guests for the entire fam trip</p> <p>3. Afternoon Old Manila Tour on 10 November 2019</p> <p>4. Island Hopping Tour in El Nido on 12</p>		
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	<p>November 2019 (whole day with sunset experience inclusive of snorkeling gears)</p> <ol style="list-style-type: none"> 5. Puerto Princesa afternoon City Tour on 13 November 2019 6. Experience Puerto Princesa Subterranean River Tour on 14 November 2019 7. Day Tour of Bohol Island on 15 November 2019 8. Half day Cebu history and culture tour on 16 November 2019 9. Inclusive of travel insurance of all participants for the duration of the trip 10. Provision of travel kit (containing wet wipes, tissue, alcohol/sanitizers and off lotion) and bottled water for all participants 11. Handle payment for any fees i.e. terminal, entrance, environmental fees, etc. 12. Assistance/guide during ocular inspection (if needed) <p>OTHER MATTERS</p> <ol style="list-style-type: none"> 1. Should the TPB be able to secure sponsorships or discounted rates from partner establishments for this trip, the cost equivalent to the sponsorship value should not be included in the statement of account of the tour operator 2. The tour operator should be able to cater to any addition or cancellations provided it should not exceed the budget 3. The statement of account should reflect the expenses incurred in the actual tour, inclusive of service charge and applicable taxes 4. Any other requirements that may be mutually agreed upon by the TPB and the service provider <p>The tour operator should have the following attributes:</p> <ul style="list-style-type: none"> • Attentive and addresses the needs of the client • Has been in the industry for at least 3 years • Must be willing to provide services on a send bill arrangement • Have handled previous TPB or DOT familiarization trips 		
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	<p>TIME FRAME AND SCHEDULE OF WORK</p> <p>A tour operator to provide the aforementioned services 10-17 November 2019, please refer to attached itinerary.</p> <p>Bid Price Ceiling is Php 990,500.00 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>Note: DO NOT SUBMIT your bid quotation with incomplete legal documents. Legal Documents: 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. Latest 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</p> <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	Php990,500.00 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

8525-93-18 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. Latest 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