

Request for Quotation

15 October 2019

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

Quotation No. TPB-PR.2019-10-908
PR no. 10.045

Requirements : SERVICES OF A TOUR OPERATOR
Project Title :

TERMS OF REFERENCE

Services of a Tour Operator
(as of 14 October 2019)

I. PROJECT TITLE : FAMILIARIZATION TRIP IN PARTNERSHIP WITH GTT INTERNATIONAL AND PHILIPPINE AIRLINES
17 – 19 November 2019 * Manila – Davao - Manila

II. BACKGROUND:

The Philippine Department of Tourism Los Angeles (PDOT LA) will be participating in a twin country destination promotional project with GTT International in collaboration with Philippine Airlines. GTT International was established in 1984 and has been recognized as one of the top air consolidators in the United States with 40 offices all around the US.

A select group of 16 travel agents from Los Angeles, San Diego, and Las Vegas will be invited to a joint twin familiarization trip promoting the Philippines and Australia as the feature destinations and Philippine Airlines domestic and regional flights.

GTT International has chosen Davao for its Philippine leg identifying it as one of the top emerging international gateways of the country.

III. OBJECTIVES:

- To increase travel agents' awareness of the Philippines as a destination for culture, heritage, leisure, and relaxation;
- To develop and create new tourism activities that will stimulate the flow of visitors from the non Filipino-American market;
- To brand the Philippines as an ideal and unique supplemental travel destination among Americans who visit the neighboring countries.

IV. DETAILS OF THE EVENT:

Date : 17-19 November 2019
Venue : Manila – Davao - Manila
Expected no. of travel agent participants : 16 pax

Accompanying DOT/TPB representative : 1 pax

V. SCOPE OF WORK/DELIVERABLES:

TPB is in need of the services of a tour operator that would be able to provide the following ground arrangement requirements in Davao : (please refer to the attached itinerary)

- a. Welcome lei and banner upon arrival in Davao on 17 November
- b. Vehicle rental for the duration of the trip (either 2 vans or 1 coaster)
 - Onboard bottled water and wipes for 17 pax for the duration of the tour
- c. Accommodation (hotel should be located along Davao City new business center in Lanang)
 - Eight (8) twin deluxe rooms and 1 single deluxe room with breakfast (check in : 17Nov / check-out : 19Nov)
- d. Meals and Beverages
 - 17 November – welcome lunch at Marina Tuna Restaurant
 - dinner at Bondi & Bourke Restaurant
 - 18 November - lunch at Pearl Farm
 - dinner at Vikings Luxury Buffet Restaurant (inside SM Lanang)
 - 19 November - lunch at Eden Nature Park
 - early dinner at Crisostomo (inside Newport Malls at Resorts World Manila)
- e. Davao City Tour with shopping
- g. Giveaways (non-food product from Davao) (to be approved by TPB)
- i. Tour guide cum coordinator to accompany and facilitate the familiarization trip
- j. Miscellaneous expenses
 - Comprehensive travel insurance for the participants
 - Inclusion of applicable entrance fees, environmental fees, parking fees, porter fees, etc.
 - Inclusion of miscellaneous/incidental expenses to be incurred during the tour
- k. Other Requirements
 - Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following:
 - Uniformed, presentable and trained drivers
 - Gasoline, toll and parking fees
 - Standby first aid kit onboard the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
 - Coordination with TPB in all other matters required for the smooth implementation of the tour
 - Designation of a point person who will coordinate with TPB
 - 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.
 - Has been in the industry for at least 3 years
 - Must be willing to provide services on a send bill arrangement
 - Accredited by the Department of Tourism

****The total cost of tour package should be based on actual tour expenses.*

VI. TIME FRAME AND SCHEDULE OF WORK:

A tour operator to provide the mentioned services from 017-19 November 2019. (Please see attached itinerary)

VII. BUDGET:

The allotted budget for the tour operator is **Php515,800.00** (inclusive of all applicable taxes).

Total Bid Price Ceiling is **Php515,800.00** 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.

VIII. PAYMENT PROCEDURE:

Send bill to the **TOURISM PROMOTIONS BOARD** after the completion of services.

HERNAN G. NARVADEZ

Officer-in-Charge, The Americas Division

International Promotions Department

4/F Legaspi Towers 300, Roxas Boulevard Manila 1004

IX. EVALUATION PROCEDURE:

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.

X. ELIGIBILITY REQUIREMENTS:

- Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.
- Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).
- Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.
- Must be a member of DOT recognized organizations
- Must have a professional track record in handling international groups in the last five years.
- Must have handled at least three (3) government projects / events
- Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.
- Must have the capacity to provide first class tourists buses and vehicles.

XI. TECHNICAL ELIGIBILITY DOCUMENTS

- Company Profile
- PhilGeps Accreditation
- Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name

- Valid and current Mayor's permit/municipal license

The last day of submission of **quotation and legal documents** is not later than 1:00 p. m. on 21 October 2019, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the 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

NILO C. ABON

Contact No

525-93-18 loc 208 / 525-73-12

Note: All entries must be typewritten in your company letterhead.

1. Price Validity shall be for a period of thirty (30) calendar days.

A. Legal Documents

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 (Notarized)