

Request for Quotation

16 October 2019

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

Quotation No. TPB-PR.2019.10.916

PR No. 10.100 / 11 October 2019

Requirements : TOUR OPERATOR SERVICES

Project Title : ADVENTURE DESTINATIONS MEDIA FAM TRIP

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>Details of the Event Date : 14-20 November 2019 Venue : Siargao Number of Foreign Participants : 10 pax</p> <p>Scope of Services</p> <p>AIR TICKETS A. Domestic Ticket for TPB Representative (1pax) MNL-IAO via DG 6841 on 14 November CEB-MNL via PR 1861 on 20 November</p> <p>HOTEL ACCOMMODATION REQUIREMENTS: A. Tour operator to provide hotel accommodation in Cebu: 1. 10 single deluxe rooms with buffet breakfast for 10 pax at Waterfront Mactan on 14 November 2019; 2. 11 single deluxe rooms with buffet breakfast at Movenpick Resort and Spa</p>	P998,500.00	P998,500.00

on 18-20 November 2019;

B. Tour operator to provide hotel accommodation in Siargao:

1. 11 single deluxe rooms with buffet breakfast at Siargao Blue from 14-18 November 2019;

Note:

- *Total cost of accommodation should be based on actual room expenses;*
- *Secured sponsorships should be deducted from the total expenses.*

I. TOUR GUIDE REQUIREMENTS:

- One (1) DOT Accredited Tour Guide for Cebu and Siargao.
- Tour guide preferably based in Cebu and/or Siargao who can speak fluently in Mandarin and English, knowledgeable not only about the destinations but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on 14-20 November 2019.
 - Neatly dressed and coordinates with TPB representative on the schedule of activities.
 - Does NOT sell products nor ask tips from the guests.

II. TRANSPORTATION REQUIREMENTS (COASTER):

- Provision of one (1) coaster (20-30 seater) for arrival and departure transfers and tours based on the attached itinerary from 14-20 November 2019.
- Provision of one (1) luggage van based

on the attached itinerary from 14-20 November 2019.

- Provision of tour vehicles with proper signage / labels and other amenities such as mineral waters and wet towels/wipes for each participants.
- Coaster model should not be older than 2017

III. TOURS and ACTIVITIES:

See attached itinerary

IV. OTHER REQUIREMENTS:

- a. Provision of a hygienic kit which contains hand sanitizer, wipes, sunscreen, mosquito repellent, alcohol for each participant and TPB representative;
- b. Coordination with TPB in all other matters required for the smooth implementation of the itinerary;
- c. Designation of a point person who will coordinate with TPB.
- d. Inclusion of a local guide in all included destinations.
- e. Ensure that the boat for Isalnd hopping is duly registered, new and has life vest for all the participants and TPB representative.

V. BUDGET:

The allotted budget is PHP 998,500.00(inclusive of all applicable taxes).

VII. PAYMENT PROCEDURE:

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

MARIA DOLORES R. APAREJADO
Officer-in-Charge, North Asia Division

	<p>International Promotions Department 4/F Legaspi Towers 300 Roxas Boulevard Manila</p> <p>DO NOT SUBMIT YOUR BID QUOTATION WITH INCOMPLETE LEGAL REQUIREMENT</p> <p>LEGAL DOCUMENTS:</p> <ol style="list-style-type: none"> 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 7. 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 7. Latest Income Tax Return 		
Terms	30 days upon receipt of invoice		
ABC	Php 998,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than 22 October 2019, 5:00 PM thru email at soc_torres@tpb.gov.ph or thru fax no. 02 8526-5971, 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. 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
7. 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
7. Income Tax Return