

## **Request for Quotation**

21 November 2019

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

**Quotation No. TPB-PR.2019-11-1014**

**PR no. 11.022**

**Requirements :**

### **TERMS OF REFERENCE Services of a Tour Operator**

**I. PROJECT TITLE:            Joshi Tabi Media Familiarization Trip with Cebu Pacific  
   Manila and Bohol  
   02-06 December 2019**

**II. BACKGROUND:**

DOT Tokyo, in partnership with Cebu Pacific Airlines, is organizing a familiarization trip for media to Manila and Bohol scheduled on 02-06 December 2019.

Japan continues to be one of the top source markets for Philippine tourism. It occupies the fourth spot, following South Korea, China and the United States. As of August 2019, Japan retained its ranking with a 20.82% growth rate from the previous year. Despite the recent tourism numbers, the Japanese market still has a huge potential to grow. In 2018, there were more than 18 million outbound Japanese tourists. Of this number, only around 3% travelled to the Philippines. It was the ninth most visited destination in Asia by Japanese tourists (based on 2018 data). Thus, there is an even bigger need to drive stronger awareness of the Philippines as a holiday destination among the Japanese' 127-million populace (11<sup>th</sup> in the world in 2017). Additionally, with the Tokyo Olympics in 2020 and the World Fair in 2025 potentially linking a larger foreign market to the Philippines just 4 hours away, and with the economic investments and aid from Japan to support the Philippine infrastructure programs, the familiarization trips in partnership with the Cebu Pacific Airlines have a significant potential to boost the image, awareness, and to further explore the various products the Philippines has to offer to the valuable Japanese market.

The following objectives of this familiarization program in partnership with Cebu Pacific targeting the youth, ladies, students, potential trade partners, and Japanese online and print media are as follows:

1. To sustain promotion for Manila as a diverse Joshi Tabi (women's travel) destination rich in culinary, shopping, and health and wellness attractions and activities;
2. To generate PR publicity for Manila and Bohol as ideal Joshi Tabi destinations; and
3. To promote Bohol as a standalone and alternative destination to Cebu.

### III. OBJECTIVES:

TPB requires the services of a tour operator for the conduct of this familiarization trip to:

1. Provide all ground requirements of the tour;
2. Facilitate and coordinate the arrangements and ensure the smooth flow of the itinerary.

### IV. DETAILS OF THE EVENT:

Date	:	02-06 December 2019
Venue	:	Manila and Bohol
Total No. of Participants	:	12 pax
Including TPB Officer		

### V. SCOPE OF WORK/DELIVERABLES:

TPB requires the services of a tour operator that would be able to provide the following:

- a. **TRAVEL INSURANCE FOR ELEVEN (11) PAX**
- b. **ACCOMMODATION**
  - **Twelve (12) single deluxe room accommodations with breakfast** at a hotel located in Manila preferably Solaire Resort and Casino for 1 night on 02-03 December 2019.
  - **Twelve (12) single deluxe room accommodations with breakfast** at a resort located in Panglao, Bohol preferably Bohol Beach Club for 2 nights on 03-05 December 2019.
  - **Twelve (12) single deluxe room accommodations with breakfast** at a hotel located in BGC preferably Shangri-La at the Fort for 1 night on 05-06 December 2019.
- c. **MEANS OF TRANSPORTATION (all vehicles used should be in good condition) throughout the duration of the tour – kindly refer to itinerary**
  - Coaster or mini bus should comfortably accommodate at least thirteen (13) persons during long travels. Model should not be older than 2018.
  - Luggage van for all airport-hotel-airport transfers

- d. **MEALS AND BEVERAGES for the entire duration of the trip (Refer to itinerary; coordinate with TPB Officer for the menu; hosted meals to be deducted from the billing statement).**
  - Estimated cost per meal per head is Php 1,300.00 for lunch and Php 1,500.00 for dinner preferably at the restaurants stated in the itinerary
  - Private lunch at Loboc River Cruise on 04 December 2019
  - Estimated cost of dinner at Gallery by Chele on 05 December 2019 is Php4,500.00 per head
  - Provision of snacks or merienda as stated in the itinerary
- e. **DAILY ONBOARD SNACKS/LOCAL DELICACIES, cold bottled water and cold towels for the duration of the tour**
- f. **TOURS AND ACTIVITIES – all activities and tours as stated in the itinerary (kindly refer to itinerary for detailed breakdown) \*all private tours and all boats and equipment to be used must be in good condition**
  - Firefly watching with wine and cheese on 03 December 2019
  - Provision of snorkeling and/or scuba diving for twelve (12) pax on 04 December 2019
  - Bohol Countryside Tour
  - Must include one (1) spa experience for all the participants
  - Provision of nightlife on 05 December 2019
- g. **TOUR GUIDE**  
**One (1) Japanese Speaking Tour Guide to accompany the group for the duration of the tour**
  - One (1) DOT accredited Japanese speaking tour guide who can speak fluently in Japanese and English, knowledgeable not only about the destination but also with the history of the Philippines in terms of culture, lifestyle and cuisine
  - Neatly dressed and coordinates with TPB representative on the schedule of activities
  - Does NOT sell products nor ask tips from the guests
- h. **POCKET WI-FI**
  - Provision of at least five (5) units of pocket Wi-Fi with unlimited data for the duration of the tour
- i. **INCENTIVIZED TOUR/TRAVEL KIT WITH SOUVENIR AND LOCAL DELICACIES**
  - Travel kit should include facial tissue, wipes, sanitizer/alcohol, mints, sunblock, etc.
  - Preferably sustainable or eco-friendly souvenirs with It's More Fun in the Philippines logo engraving or branding (recommended: small insulated bamboo tumbler or bamboo utensils with pouch)
- j. **PROVISION OF TARPAULIN BANNER FOR THE WELCOME RECEPTION**
- k. **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.)
- l. **OTHER INCIDENTAL AND MISCELLANEOUS EXPENSES**

- Inclusion of applicable entrance fees, terminal fees, environmental fees, parking fees, porter fees, and other onsite related expenses
- Provision for incidental expenses to be incurred during the tour

#### **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
  - Dispatcher / coordinator per vehicle
  - Provision of first aid kit onboard
  - Provision of proper, approved, clean signage for the vehicles
- 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

The tour operator should have the following attributes:

- 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
- 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 **02-06 December 2019**.  
(Please see attached itinerary)

#### **VII. BUDGET:**

The allotted budget for the tour operator is **PHP919,600.00** (inclusive of all applicable taxes).

Total Bid Price Ceiling is **PHP919,600.00** 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.

**MARIA DOLORES R. APAREJADO**  
Acting Head, North Asia Division  
International Promotions Department  
4/F Legaspi Towers 300, Roxas Boulevard Manila 1004

Supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

**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:**

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

**XI. TECHNICAL ELIGIBILITY DOCUMENTS**

1. DTI/SEC Registration
2. PhilGEPS Certificate/Organization No.
3. Mayor's permit
4. Income/Business Tax Return
5. Omnibus Sworn Statement

Please submit your quotation and legal documents in a sealed envelope not later than **27 November 2019, 10:00 a.m.**, 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, 4<sup>th</sup> 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

525-73-12

All entries must be typewritten in your company letterhead