

02 March 2020

### REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2020.03.097**

**Requirements :** Services of a Tour Operator  
**Project :** PAL Perth – Manila Inaugural Flight Media Familiarization Tour  
**30 March – 04 April 2020, Manila and Boracay**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>Scope of Work/Deliverables:</p> <p>A. Accommodation            30-31 March 2020, Manila</p> <ul style="list-style-type: none"> <li>• Nine (9) Single rooms with breakfast</li> <li>• 5-star Hotel In Pasay City or Makati City</li> <li>• Preferably Conrad Manila, City of Dreams or The Peninsula Manila</li> </ul> <p>31 March – 03 April 2020, Boracay</p> <ul style="list-style-type: none"> <li>• Ten (10) Single rooms with breakfast</li> <li>• Station 1 or Zero, BORacay Island</li> <li>• 5-Star property or its equivalent</li> <li>• Preferably The Lind Boracay, Discovery Shores Boracay, Crimson Resort Boracay or Movenpick Resort Boracay</li> </ul> <p>03 April 2020, Manila</p> <ul style="list-style-type: none"> <li>• Four (4) wash-up rooms (4pm-9pm)</li> <li>• 4 -Star hotel or its equivalent</li> <li>• Preferably Golden Phoenix, or Citadines Manila Bay</li> </ul> <p>B. Transportation</p> <ul style="list-style-type: none"> <li>• 30-31 March, 3 April 2020, Manila One (1) coaster with luggage area</li> <li>• 31 March – 03 April 2020, Boracay Two (2) air-conditioned Vans , 15 seater</li> </ul> <p>C. Meals – reservations only</p> <p>D. Tour Activities per itinerary</p> <p>E. Tour Guide            1 DOT-Accredited English-speaking tour guide based in Boracay, 31 March – 03 April 2020</p>	672,000.00	672,000.00

	<p>Qualification of the Bidders</p> <ul style="list-style-type: none"> <li>• must be DOT-accredited</li> <li>• must be a member of DOT-recognized organizations</li> <li>• must have handled at least three(3) government projects/event <b>(submit list of completed projects for the last three (3) years)</b></li> <li>• hotels, transportation, and tour guide must be DOT-accredited.</li> </ul> <p><b>Please see attached Terms of Reference and Itinerary for details</b></p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP672,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **06 March 2020, 5:00PM**, subject to the Terms and Conditions stated herewith and 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, addressed to the undersigned.

Thank you very much.

**(Sgd.)**

**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

85259318 loc. 270 / 5257312

**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. PhilGEPS Registration Certificate
2. Mayor/Business Permit
3. Income/Business Tax Return Certificate
4. Omnibus Sworn Statement
5. Company Profile