

REQUEST FOR QUOTATION

12 March 2020

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

Quotation No. TPB-PR.2020.03.113

PR No. 3.029/ 10-Mar-2020

REQUIREMENTS : SERVICES OF A TOUR OPERATOR

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p>I. DETAILS OF THE EVENT</p> <p>Date : 22-26 April 2020</p> <p>Venue : Manila and Bohol</p> <p>Total No. of Participants : 10 pax Including TPB Officer</p> <p>II. SCOPE OF WORK/DELIVERABLES</p> <p>TPB requires the services of a tour operator that would be able to provide the following:</p> <p>A. AIRTICKETS</p> <p>Roundtrip Domestic Air tickets for one (1) TPB Officer 22 April 2020 / 5J 619 / MNL-TAG / ETD 0520H / ETA 0655H 24 April 2020 / 5J 618 / TAG-MNL / ETD 1115H / ETA 1245H</p> <p>B. TRAVEL INSURANCE FOR NINE (9) PAX FROM 22-26 APRIL 2020</p> <p>C. ACCOMMODATION</p> <ul style="list-style-type: none"> • Ten (10) single deluxe room accommodations with breakfast at a 5-star resort located in Panglao Island, Bohol preferably Hennan Resort Alona Beach or The Bellevue Resort Bohol for 2 nights on 22-24 April 2020. • Ten (10) single deluxe room accommodations with breakfast at a 5-star hotel located in Bonifacio Global City 		

preferably Grand Hyatt Manila for 2 nights on 24-26 April 2020.

D. MEANS OF TRANSPORTATION (all vehicles used should be in good condition) throughout the duration of the tour – kindly refer to itinerary

- 22-26 April 2020 – Coaster (20-seater) should comfortably accommodate at least twelve (12) persons during long travels. Model should not be older than 2018;

E. 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)

- Breakfast for 10 pax at Bohol Bee Farm on 22 April 2020
- Estimated cost per meal per head for 10 pax from 22-26 April 2020 is Php 1,300.00 for lunch and Php 1,500.00 for dinner preferably at the restaurants stated in the itinerary
- Estimated cost per head for 10 pax at Gallery by Chele (25 April 2020) is Php 3,600.00

F. DAILY cold drinking water and cold towels onboard the tour vehicle

G. TOURS AND ACTIVITIES (for 10 pax) – 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

22-26 April 2020

- Hilot massage experience at Bohol Bee Farm
- Loboc River Cruise with Lunch
- Bohol Countryside Tour (Philippine Tarsier & Wildlife Sanctuary & Chocolate Hills)
- Island hopping in Balicasag (dolphin watching, snorkeling and Balicasag Island Dive Resort Inspection) *inclusion of snorkeling gear rental
- Firefly watching with wine and cheese pairing

H. TOUR GUIDE

One (1) Japanese Speaking Tour Guide to accompany the group from 22-26 April 2020

	<ul style="list-style-type: none"> • 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 • Should always wear their valid DOT Tourist Guide ID for the duration of the tour <p>I. INCENTIVIZED TOUR/TRAVEL KIT WITH SOUVENIR AND LOCAL DELICACIES</p> <ul style="list-style-type: none"> • Travel kit should include facial tissue, wipes, rubbing alcohol, mints, sunblock, mosquito repellent, etc. <p>J. PROVISION OF WELCOME BANNER FOR THE AIRPORT RECEPTION (preferably using sustainable materials)</p> <p>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.)</p> <p>L. OTHER INCIDENTAL AND MISCELLANEOUS EXPENSES</p> <ul style="list-style-type: none"> • 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 <p>OTHER REQUIREMENTS</p> <p>-Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following:</p> <ul style="list-style-type: none"> • 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 • Meals and accommodation of the driver and guide should be included in the bid amount <p>-Coordination with TPB in all other matters required for the smooth implementation of the tour</p>		
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	<p>-Designation of a point person who will coordinate with TPB</p> <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 2-3 years - Must be willing to provide services on a send bill arrangement <p>*Secured sponsorships should be deducted from the total expenses.</p> <p>**The total cost of tour package should be based on actual tour expenses.</p> <p>III. ELIGIBILITY REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Must be a Department of Tourism (DOT) accredited Tour Operator. 2. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign. 3. Must have a professional track record in handling international groups in the last 2-3 years. 4. Must have handled at least three (3) government projects / events 5. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor. 6. Must have the capacity to provide first class tourists buses and vehicles. 		<p>Total: PhP766,600.00</p>
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP766,600.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **19 March 2020, 12:00 PM** 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.

Thank you very much.

Sgd.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person	GENESIS WEIYN B. LEE
Contact No.	525-73-12 loc. 266

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. Mayor's Permit/ License
2. BIR Registration / TIN
3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Notarized Omnibus Sworn Statement with same date of your Bid Quotation
6. Notarized Authority of the Signatory with same date of your Bid Quotation
Secretary's Certificate if SEC or Special Power of Attorney if DTI