

REQUEST FOR QUOTATION

29 June 2020

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

Quotation No. TPB-PR.2020.06.193

PR No. 6.043 / 29-Jun-2020

REQUIREMENTS : SERVICE OF A TOUR OPERATOR (BAGUIO CITY AND BENGUET)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>ACCOMMODATION Target Date: 2nd week of July 15 rooms twin bed (deluxe type of room with complimentary breakfast) Preferred Hotel in Baguio: The Manor (Camp John Hay) and/or The Lemonet Baguio.</p> <p>Note: Health and Safety Guidelines including Protocols shall be observed and followed; TPB will notify the service provider in case of changes on scheduled dates.</p> <p>LAND TRANSPORTATION <u>Assembly Area: Pick-up at Legaspi Towers 300</u> 4 vans - pick-up from TPB Legaspi Towers 300</p> <p>Day 01 - Transfer-in from Manila to Baguio City - whole day duration of the tour (Baguio City and places in Benguet places based on attached itinerary)</p> <p>Day 02 - whole day rental (Baguio City and places in Benguet places based on attached itinerary)</p> <p>Day 03</p>		P800,000.00

	<p>- whole day duration of the tour (Baguio City and places in Benguet places based on attached itinerary)</p> <p>Day 04</p> <p>- whole day duration of the tour (Baguio City and places in Benguet places based on attached itinerary)</p> <p>- door to door drop off to all participants and TPB Officials and personnel</p> <p>Notes/Inclusions:</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 *provision of Mineral Water, candies, wet tissues *Unit: Grandia 2015 or newer *inclusive of overtime fees and PPE for the driver <p>In terms of health and safety protocols</p> <ul style="list-style-type: none"> *Daily disinfection of the vehicle <p>TOURS AND ACTIVITIES</p> <p>No of pax: 15 pax</p> <p>Museum visit:</p> <ul style="list-style-type: none"> - Ben Cab Museum - Tam-Awan village - Ifugao Wood Carvers Village - Museo Kordilyera – UP Baguio Ethnographic Museum - Mt. Costa La Trinidad Benguet - Camp John Hay Forest Bathing Trail <p>Services of a Licensed DOT-accredited Regional English-speaking Tour Guide (1 Tour Guide per van)</p> <p>Environmental and Entrance Fees (to be determined by TPB based on the recommended sites and attractions of DOT Regional Office)</p> <ul style="list-style-type: none"> ▪ Provision of Health and Safety Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, 		
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	<p>mints, mosquito repellent, disposable hooded emergency raincoat, towel, gloves, N95 (15 pax).</p> <ul style="list-style-type: none"> ▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) ▪ Provision of enough umbrellas on board for the participants in case it rains. ▪ Provision of 60 face masks produced by Weaving Arts and Crafts of Tublay (WACot) community in Tublay, Benguet. ▪ Provision of 30 pcs. Bamboo tumblers produced by the local artisans of the city of Baguio. (with engraving, 400ml vacuum insulated and reusable water bottle sustainably) ▪ Provision for on-site related expenses as need arises amounting to P50,000 ▪ Airport Terminal Fees (option) ▪ Porter Fees (option) ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Incentivized Lunch and Dinner Lunch from Day 01 until Day 04 for 20 pax Dinner from Day 01 until Day 04 for 20 pax AM/ PM snack from Day 01 - Day 04 for 20 pax <p>Note: Meals must be approved by the project officer.</p> <ul style="list-style-type: none"> ▪ Incentivized Lunch and Dinner not less than Php2,000.00 per meal per pax including am and pm snacks not less than Php500.00 per pax <p>Note: Lunch and Dinner all throughout the duration of the tour, with one (1) round of drinks (choice of any beverage)</p> <ul style="list-style-type: none"> ▪ Comprehensive Travel Insurance for 15 pax ▪ Information signage on Safety Protocols 		<p>Total: P800,000.00</p>
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is P800,000.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **03 July 2020**, 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.



ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

(MISS) GENESIS WEIYN B. LEE

Contact No.

0936-6733-466

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. Omnibus Sworn Statement
6. DOT Accredited / TPB Member

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