

**Request for Quotation**

October 7, 2020

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

**Quotation No. TPB-PR.2020.10.313**

PR No. 10.012 / 5-Oct-2020

**Requirements : PROCUREMENT OF TOUR OPERATOR SERVICES FOR 2020 CSR PROGRAM**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p><b>TOUR OPERATOR SERVICES FOR 2020 CSR PROGRAM</b></p> <p><b>I. LAND TRANSPORTATION</b></p> <p>Routes:</p> <p style="padding-left: 40px;">A. Cavite – Siniloan, Laguna - Cavite</p> <p>No. of Vans: 2</p> <p>DATE &amp; NO. OF HOURS: 27 Nov. 2020, maximum of 15 hours</p> <p style="padding-left: 40px;">B. Metro Manila – Siniloan, Laguna – Metro Manila</p> <p>No. of Vans: 2</p> <p>DATE &amp; NO. OF HOURS: 27 Nov. 2020, maximum of 15 hours</p> <p style="padding-left: 40px;">C. Bulacan – Siniloan, Laguna - Bulacan</p> <p>No. of Vans: 1</p>	P150,925.00	P150,925.00

DATE & NO. OF HOURS: 27 Nov. 2020,  
maximum of 15 hours

OTHER PARTICULARITIES: a) Inclusive of door-to-door pick-up and drop-off of the participants to their respective residences. b) Van Model: Toyota Hi Ace/ Hyundai Starex Van– Not older than 2017.

## II. REQUIREMENTS AND CONDITIONS

- a. Must be operated by a DOT-accredited tourist transport company.
- b. The drivers are required to undergo rapid-test two days before the project implementation. Supplier must present copy of the rapid-test.
- c. The drivers must always wear face masks and face shields.
- d. The drivers are responsible for disinfecting and maintaining the overall cleanliness of the vans.
- e. The drivers must be equipped with a cell phone for easy communication with the passengers. Communication expenses are c/o tour operator.
- f. The drivers must have at least three years of experience as professional drivers and must be familiar with the areas in Laguna.
- g. The vans must have information signage on health and safety protocols.
- h. The vans must have disinfectant sprays that are environmental friendly.
- i. The rate is inclusive of first-aid kit on board with essential medicines.
- j. The rate is inclusive of driver fees and meals, gasoline, toll fees, parking fees and vehicle maintenance.

## III. PROVISION OF HEALTH AND SAFETY SUPPLIES

- a. Waterproof Raincoat  
Quantity: 25 pieces  
Material: Vinyl PVC

	<p>Other Specifications:</p> <ul style="list-style-type: none"> <li>• Hood with drawstring</li> <li>• Long sleeves</li> <li>• Snap button closures</li> <li>• With front pockets</li> <li>• Knee length</li> <li>• Loose fit</li> <li>• Durable</li> </ul> <p>Size: Small, Medium, Large, XL, 2XL, and 3XL</p> <p><b>Note:</b> The final size per participant will be provided within 2 weeks before the tree planting activity.</p> <p>b. Hygiene Kits Quantity: 25 kits Composition:</p> <ul style="list-style-type: none"> <li>• 70% Isopropyl Alcohol 150ml</li> <li>• Antibacterial Soap 60grams</li> <li>• Sanitary Wipes/Wet Tissues 50 sheets</li> <li>• Tissue Travel Pack 100 sheets 2PLY</li> <li>• Face Mask 3PLY Earloop Disposable (5 pieces per kit)</li> </ul> <p>c. Face Shields Quantity: 25 pieces Material: Clear Plastic or Acetate Other Specifications:</p> <ul style="list-style-type: none"> <li>• Full face coverage</li> <li>• Provides good visibility</li> <li>• Can be disinfected easily</li> <li>• Has an adjustable band to attach firmly around the head</li> </ul> <p>Delivery Date: 16 November 2020 at the Legaspi Towers 300, Roxas Boulevard corner P. Ocampo Street, Malate, Manila.</p> <p><b>IV. SNACKS ON BOARD</b> Good for 25 participants Cost: Php 450.00/pax Composition:</p> <ul style="list-style-type: none"> <li>• 3 varieties of sandwich or hamburger</li> </ul>		
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	<p>(e.g. beef, chicken and tuna)</p> <ul style="list-style-type: none"> <li>• 3 varieties of bread/ensaymada</li> <li>• 1 bottle of distilled drinking water (1 Liter)</li> <li>• 2 milk, coffee, or chocolate-based drinks in tetra pak (250mL each)</li> <li>• 2-3 varieties of potato chips (at least 60 grams each)</li> <li>• Candies</li> </ul> <p><b>Note:</b> The snacks should be available in the vans upon start of the door-to-door pick-up of the participants on 27 November 2020.</p> <p><b>V. ELIGIBILITY REQUIREMENTS</b></p> <p>a. Must be operating as a legally-registered travel and tour operator under the Philippine law.</p> <p>b. Must be a DOT-accredited establishment engaged in the business as a travel and tour operator for at least three (3) years at the date and time of bidding.</p> <p>c. Must have an existing credit line with TPB or would allow send-bill arrangement.</p> <p><b>VI. OTHER DOCUMENTARY REQUIREMENTS</b></p> <p>a. Company Profile</p> <p>b. Philgeps Registration / Membership</p> <p>c. Certificate of Registration from Securities and Exchange Commission (SEC) or Department of Trade and Industry</p> <p>d. Valid and current Mayor’s permit / municipal license</p> <p>e. BIR Registration</p> <p>f. Income/ Business Tax Return</p> <p>g. Omnibus Sworn Statement</p> <p><b>VII. TERMS OF PAYMENT</b></p> <ul style="list-style-type: none"> <li>• The tour operator must have an existing credit line with TPB or would allow send-bill arrangement.</li> <li>• The tour operator must have a</li> </ul>		<p>Total: P150,925.00</p>
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	Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the tour operator. *nothing follows*		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is Php150,925.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents on or before **13 OCTOBER 2020** thru email at christian\_serrano@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.

  
**ELOISA A. ROMERO**  
 Administrative Officer V  
 Procurement and General Services Division

Contact Person **CHRISTIAN S. SERRANO**  
 Contact No 8525-73-12 loc. 270  
 christian\_serrano@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. Mayor's Permit/License
2. BIR Registration / TIN
3. PhilGEPs Certificate
4. Company Profile
5. SEC/DTI Registration
6. Omnibus Sworn Statement