

Request for Quotation

24 November 2020

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

Quotation No. TPB-PR.2020.11.403

PR No. 11.050 / Domestic Promotions Dept.

Requirements : TOUR OPERATOR SERVICES

Project Title : PHILIPPINE DESTINATION INVENTORY, MANILA BOHOL

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>Specification:</p> <p>1) Accommodation in Manila</p> <p>2 Nights (dates will be notified by the project officer) Tentative Date: December 6-7/ 10-11 (subject to change without prior notice)</p> <p>30 rooms twin bed (a deluxe type of room with complimentary breakfast)</p> <p>Note: Health and Safety Guidelines, including Protocols, must be strictly observed.</p> <p>TPB will notify the service provider in case of changes in the scheduled date.</p> <ul style="list-style-type: none"> Hotel/ Resort should be AAA (or its equivalent), and DOT accredited. <p>*Total cost of accommodation should be based on actual room expenses</p> <p>*Secured sponsorships or discounted rates should be deducted from the total expenses</p> <p>*Must not be a quarantine facility for Local Stranded Individuals (LSI)</p>		650,000.00

2) Land Transportation

2 VANS that will transport the participants who will undergo a swab test.

Pick-up from TPB to Hotel

4 vans Transfer out (from Hotel to Airport)

Return Flight

5 vans transfer from airport to hotel (check-in) to testing (swab test) center back to hotel.

Note:

- * Uniformed, presentable and trained drivers
- * Gasoline, toll and parking fees
- * Dispatcher/coordinator per vehicle
- * Provision of first aid kit on board
- * Provision of proper, approved, clean signage for the vehicles
- *provision of 2 Mineral Water per day per passenger/ candies/ wet tissue.

Unit: Grandia 2015

*inclusive of overtime of the driver

In terms of health and safety protocols

- *Daily disinfection of the vehicle
- *Secured sponsorships or discounted rates should be deducted from the total expenses
 - **First Aid Kit on board the tour vehicle** with essential medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)

Provision of enough umbrellas on board for the participants in case it rains.

3) Provision for **on-site related expenses** as the need arises amounting to P100, 000

- Airport Terminal Fees (option)
- Porter Fees (option)
- Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)

4) MEALS

Lunch for 30 pax x 2 meals (before moving to Bohol and After)

Dinner for 30 pax x 2 meals (before moving to Bohol and After)

AM/PM snacks x 2 meals

Note: The project officer must approve the menu.

- Dinner not less than Php2,000.00 per meal

	<p>per pax including am and pm snacks not less than Php500.00 per pax</p> <p>Note: Lunch and dinner throughout the tour are with one (1) round of drinks (choice of any beverage)</p> <p>5) Comprehensive Travel Insurance (with hospitalization) For 30 pax</p> <p>6) Provision of AVP - Videographers in Bohol</p> <p>7) RT PCR Tests before and after the trip (30 pax x 2 tests)</p> <p>8) Provision of local products in the community</p> <ul style="list-style-type: none"> ● Must be DOT accredited/ or TPB Member ● Must be a member of DOT recognized organizations. ● Must have handled at least three (3) government projects/events. ● Must be a Local Tour Operator of the Region/ or can handle the destinations above. <p>EVALUATION PROCEDURE: The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget</p> <p>For complete details see attached Terms of Reference (TOR)and Itinerary.</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 650,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **27 November 2020 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery 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

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
soc_torres@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. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement
7. Income Tax Returned