

REQUEST FOR QUOTATION

26 November 2020

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

Quotation No. TPB-PR.2020.11.407

PR No. 11.063 / 24-Nov-2020

REQUIREMENTS: SERVICES OF A DESTINATION MANAGEMENT COMPANY (DMC) FOR THE MICE+E FAMILIARIZATION TRIP IN BOHOL

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>Services of a Destination Management Company for MICE+E Familiarization Trip in Bohol</p> <p>INCLUSIONS:</p> <p>A. Services of a tour guide 4days x Php3,500 x 3 vehicles = Php42,000</p> <p>B. Entrance, environmental fees, tours, activities, etc. 3days x Php800 x 36pax = Php90,000</p> <p>C. Travel/health insurance 36pax x Php400 = Php15,000</p> <p>D. Giveaways during themed functions 75pax x 3days x Php550 = Php126,000</p> <p>E. Welcome kit/pillow gifts 1 welcome and 3 pillow gifts x 66 pax x Php630 = Php168,000</p> <p>F. Meals Php54,000</p> <p>G. Lunch during tours 36pax x Php800 x 3 days = Php90,000</p> <p>H. Entertainment during the themed dinner functions Php185,000</p> <p>I. SDE Photo-video documentation</p>	P1,000,000.00	P1,000,000.00

Php180,000
J. Contingency Expenses - Php50,000

Important Notes:

- *Bidders should submit budget bid proposal per pax basis that reflects the cost of tours, activities, travel/health insurance, tokens/giveaways, welcome kit/pillow gifts and meals. The DMC will bill TPB **based on actual cost per pax***
- *Tour activities may still be changed according to the recommendations of DOT/TPB representatives during the trip that TPB will be conducting in the tour destinations*
- *The DMC shall coordinate with both the TPB and DOT Region 7 (advance party) for the facilitation of the trip*

SCOPE OF WORK / DELIVERABLES

A. TOUR PROGRAM

- Provision of tours, activities, entrance, environmental, miscellaneous fees, etc.
- *Proposed activities: Site inspections in selected MICE Properties in Bohol, tours and activities in specified destinations per the itinerary, and incentivized meals*
- Services of three (3) Licensed DOT-accredited Tour Guides
 - Provision of banners (for group photo opportunity) and appropriate van signage, design/specs subject to TPB's approval
 - Provision of a comprehensive travel / health insurance for all guests
 - Provision of one (1) welcome gift and three (3) pillow gifts for each guest (66 pax)
- *Can include travel necessities / survival*

	<p><i>kit - pocket tissue, wipes, crackers, mints, fan, disposable hooded emergency raincoat, towelette, etc.)</i></p> <ul style="list-style-type: none"> • Other miscellaneous expenses (e.g sampling of local delicacies during tours, etc.) • Color-coded luggage tags (3 pcs. per participant) • Printed Itinerary - preferably on an A5 / brochure size paper • Coordination with the tour sites and properties • Management of the tour activities (i.e., making announcements, disseminating information to participants, logistics and coordination with other local entities in Bohol, etc.) • Provision for on-site related expenses as the need arises • Provision of a tour coordinator present during the entire programme • Assistance in coordinating with DOT Region 7 and the Bohol Provincial and/or Tourism Office in securing participant requirements for access to the province / tourism sites / venues / activities, etc. • All tourism sites and establishments to be visited must have the Ultimate Bohol Experience (UBE) Seal • Assistance in ensuring all healthy and safety protocols are followed by participants <p>B. FOOD AND BEVERAGE</p> <ul style="list-style-type: none"> • Provision of AM and PM snacks • Incentivized / pre-arranged / exclusive lunches • Secure establishments' health protocols including disinfection and physical distancing practices as may be needed 		
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**Lunch all throughout the duration of the tour program with a minimum of one (1) round of drinks (choice of: beer, bottled water, juice or soft drinks)*

**Amount budgeted should not be less than Php800.00 per lunch per pax. AM and PM snacks not less than Php250.00 per pax*

C. MISCELLANEOUS F&B EXPENSES

07-10 December / 75 pax

**Themed dinners c/o TPB; to be joined by other groups*

- Cultural and musical entertainment during three (3) dinners in Bohol (Welcome Dinner, Day 2 Dinner, Farewell Dinner)
- Tokens / giveaways during themed functions
- *Proposed themes for reference:*
 - Farm to Table
 - Fishing Village
 - Glamping (outdoor dinner)
 - Boholano Heirloom Cuisine
 - Rock-e-oke (live karaoke)

D. PROFESSIONAL SAME DAY EDIT (SDE) VIDEOGRAPHY AND PHOTOGRAPHY

Services of one (1) professional SDE videographer and one (1) professional photographer to cover the tour and to provide a consolidated output stored in a USB drive and cloud, to be distributed to each participant at the end of the program

SPECIAL / ADDITIONAL REQUIREMENTS

A. Destination Management Company must be:

- Engaged in the business as travel and tour operator for at least five (5) years at the date and time of the opening of bids
- Has at least five (5) years experience

	<p>and expertise in inbound (domestic) travel</p> <ul style="list-style-type: none"> • Participated in at least one (1) TPB Road Show / Sales Mission / Trade Fair abroad for the past five (5) years • Preferably with an account in the Land Bank of the Philippines • Able to work on a minimum guarantee of ten (10) pax. In excess of 14 pax, tour operator shall be paid according to actual number of pax serviced / delivered and costs incurred which shall not exceed the ABC • Willing to provide services on “send-bill” arrangement • Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines. Provided, that the Travel and Tour Operator Association is a member of a reputable international travel association in Southeast Asia • DMC must be UBE Certified and DOT-accredited as a Travel and Tour Operator <p>B. Tour Guide and Tour Coordinator must be:</p> <ul style="list-style-type: none"> • The tour guide must be duly licensed and/or accredited by DOT and preferably from known / reputable organization which provides tour guides • He/she must have at least three (3) years’ experience as a tour guide • He/she must be fluent and conversant in English • He/she should have a strong sense of Philippine history, culture and tradition, art as well as about current events • He/she must be experienced in handling incentivized tours and 		
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	<p>knowledgeable on MICE facilities</p> <p>C. Other Requirements Any other requirements that may be mutually agreed upon by the TPB and the supplier Must adhere to all requirements / protocols / guidelines issued and implemented by the Provincial Government of Bohol and specified under Executive Order No. 53</p>		
			Total: P1,000,000.00
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is P1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email address at **genesis_lee@tpb.gov.ph** not later than **03 December 2020 on or before 1200H**.

Thank you very much.


ELOISA A. ROMERO
Head, Procurement and General Services Division

Contact Person **(MISS) GENESIS WEIYN B. LEE**
Contact No. **0921-702-9239**

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. DTI/SEC Registration
2. Mayor's Permit/ License
3. BIR Registration / TIN
4. Company Profile/ Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement
7. Income Tax Return
8. DOT Accredited / TPB Member