

REQUEST FOR QUOTATION

21 April 2021

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

Quotation No. TPB-PR.2021.04.154

PR No. 4.013 / 12-Mar-2021

REQUIREMENTS: SERVICES OF A LOCAL GROUND HANDLER FOR A TWO-MONTH PERIOD FOR THE TRAVEL FEATURETTES

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>GROUND HANDLER TRAVEL FEATURETTES</p> <p>SCOPE OF DELIVERABLES</p> <ul style="list-style-type: none"> ● Domestic Air Tickets: <ul style="list-style-type: none"> - Eight (8) rebookable roundtrip economy tickets for 2 pax (including terminal fees and baggage allowance for 20kg) - Eight (8) Destinations in the Philippines TBA ● Accommodations: <ul style="list-style-type: none"> - 2 SGL Standard room accommodations per destination (maximum of 4 nights) - Destinations and Hotel facility to be aligned with the DOT Domestic Tourism Task Force ● Meals: <ul style="list-style-type: none"> - Full board meals for 2pax for the duration of the trip ● Transfers: <ul style="list-style-type: none"> - Car hire (sedan) good for 2 persons with provision luggage for the whole trip - Provision of bottled water, alcohol, disposable facemasks, wet and try tissue packs, biscuits and candies in the vehicle at all times <p>(During the whole trip as needed)</p>	P1,000,000.00	P1,000,000.00

	<ul style="list-style-type: none"> ● Provision of raincoats and umbrellas (when applicable) ● Other miscellaneous expenses (props e.g souvenir tokens, sampling of local delicacies, etc. necessary for video production) ● Comprehensive travel insurance for participants (hired Videographer/Video Editor and Copywriter/Creative Director) of the trip ● Allot PHP10,000.00 for Miscellaneous Expenses (for Entrance Fees/Environmental Fees when applicable, Boat hire as tour and activities necessitate) ● Source and hire a videographer/video editor and copywriter/creative director with the following qualifications, subject to final approval of TPB. <p>Duration: 60 calendar days upon receipt of Notice to Proceed (subject to adjustments depending on travel restrictions) <i>*See the attached Terms of Reference*</i></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 at **genesis_lee@tpb.gov.ph** not later than **28 April 2021 on or before 1700H**, 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.

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. PhilGEPS Registration Certificate
2. BIR Registration Certificate
3. Valid Mayor's permit / Business Permit 2021
4. Company Profile
5. Omnibus Sworn Statement
6. DTI/SEC Registration Certificate
7. DOT Accreditation Certificate