

Request for Quotation

May 12, 2021

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

Quotation No. TPB-PR.2021.05.177
North Asia Division

Requirements : SERVICES OF INTERPRETERS FOR THE PHITEX 2021

Project Title : PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2021

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>Services of Interpreters for the Philippine Travel Exchange (PHITEX) 2021</p> <p>1) Japanese Interpreter Unit Cost: Php 8,500.00 Total Quantity: 20 pax No. of Day: 2 Total Cost: Php 170,000.00</p> <p>2) Korean Interpreter Unit Cost: Php 8,500.00 Total Quantity: 30 pax No. of Day: 2 Total Cost: Php 255,000.00</p> <p>3) Mandarin Interpreter Unit Cost: Php 6,500.00 Total Quantity: 30 pax No. of Day: 2 Total Cost: Php 195,000.00</p>	705,000.00	705,000.00

4) Russian Interpreter
Unit Cost: Php 8,500.00
Total Quantity: 10 pax
No. of Day: 2
Total Cost: Php 85,000.00

II. DETAILS OF THE EVENT

Date : 19-23 September 2021
Venue : Clark, Pampanga
TRAVEX Web Platform – (to be announced)
Expected Number
of Foreign Participants: 100 Foreign Buyers

III. SCOPE OF WORK/DELIVERABLES

TPB requires the services of a DOT-accredited travel and tour agency/operator that would be able to provide interpreters for the components of the event including the 2-day travel exchange, who can speak:

LANGUAGE	NUMBER OF INTERPRETERS (pax)
Japanese	10
Korean	15
Mandarin	15
Russian	5

IV. ADDITIONAL REQUIREMENTS

The travel and tour agency/operator should have the following attributes:

- Attentive and addresses the needs of the client;
- Must be willing to coordinate with the assigned TPB officials/officers to determine the assignment of tasks for the interpreters;
- Must collate the observation reports of all interpreters at the end of the 2-day travel exchange and submit a compiled report to TPB within one week after the conclusion of the event;
- Has been in the industry for at least 3 years;
- Can accommodate any amendments or changes on the

requirements without financial implications that may be mutually agreed upon by the TPB and the service provider;

- Must be willing to provide services on a send bill arrangement;
- Accredited by the Department of Tourism; and
- With existing credit line with TPB.

The interpreters should have the following attributes:

- Must have an in-depth knowledge and understanding of his/her working languages;
- Must have knowledge of relevant tourism terminologies;
- Must have strong communication skills;
- Must not sell their services nor products;
- Must be polite, respectful and tactful;
- Must be able to remain neutral before, during and after every interpretation assignment;
- Must be articulate with speaking his/her working languages;
- Must be able to have a strong and uninterrupted internet connection throughout the duration of the event where his/her services are needed;
- Must be knowledgeable on how to project his/herself professionally in a virtual business conference platform or set-up; and
- Must submit an observation report to the travel and tour agency/operator at the end of the 2-day travel exchange consisting of the following components:
 - General observation of the B2B meetings
 - Issues encountered (including technical/platform issues)
 - Observation on the conduct of meetings of both Buyers and Sellers
 - Comments/Suggestions/Recommendations

V. TIME FRAME AND SCHEDULE OF WORK

Provide the mentioned services on 20-21 September 2021 (whole days).

Proposed schedule of activities (tentative program):

20 September 2021		
TIME	ACTIVITY	REMARKS
08:00	Opening Program	*** Tentative program flow
09:15	B2B Networking Mechanics	
09:30 – 12:00	B2B Networking Free-flowing: Buyer Meets Seller	

12:00	Lunch	
13:30 – 18:00	Continuation of B2B Networking Free-flowing: Buyer Meets Seller	
19:00	Welcome Dinner	
21 September 2021		
TIME	ACTIVITY	REMARKS
09:00 – 12:00	B2B Networking Free-flowing: Seller Meets Buyer	*** Tentative program flow
12:00	Lunch	
13:30 – 18:00	Continuation of B2B Networking Free-flowing: Seller Meets Buyer	
19:00	Farewell Dinner	

VI. BUDGET

Approved Budget for the Contract (ABC) is SEVEN HUNDRED FIVE THOUSAND PESOS (PHP 705,000.00) inclusive of service charge and all applicable taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at the close of office hours on (see below).

Breakdown of ABC per Language Group

Language	Amount	Remarks
Japanese	PHP 170,000.00	Php 8,500/pax x 2 days
Korean	PHP 255,000.00	Php 8,500/pax x 2 days
Mandarin	PHP 195,000.00	Php 6,500/pax x 2 days
Russian	PHP 85,000.00	Php 8,500/pax x 2 days
Total	PHP 705,000.00	

VII. PAYMENT PROCEDURE

Send bill to the TOURISM PROMOTIONS BOARD after the completion of services

VIII. EVALUATION PROCEDURE

The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget for the contract (ABC).

IX. ELIGIBILITY REQUIREMENTS

1. Must be legally registered travel and tour agency/operator (DTI or SEC);
2. Must be accredited by the Department of Tourism (DOT), preferably with TPB membership;
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
4. With existing credit line with TPB;
5. Preferably with an active account with Landbank of the Philippines

X. TECHNICAL/LEGAL ELIGIBILITY REQUIREMENTS

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or Permit / License to Operate
3. Income/Business Tax Return
4. BIR Registration with TIN
5. PHILGEPS Accreditation Certificate
6. Omnibus Sworn Statement (revised issue)
7. Company Profile

For particulars, please contact:

Micka Anjella D. Calzado
Market Specialist III, North Asia Division
Head, Buyers Program Committee
Telephone numbers: (02) 8525-9318 loc. 272, 284 or 233; (02) 8525-7320
Email address: anjella_calzado@tpb.gov.ph

Terms	30 days upon receipt of invoice		
ABC	Php 705,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **May 28, 2021, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, 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.

(sgd)

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 (Revised Issue)
7. DOT Accreditation