



31 May 2021

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. <u>TPB-PR 2021.05.197</u>

Requirement: Tour Operator Services for the Conduct Philippine Travel Exchange (PHITEX) 2021
Post Tours Program

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	Conduct of PHITEX 2021 Post Tours Program 27 August and 22 September 2021 – Pampanga	757,156.00	757,156.00
	Scope of Works/Deliverables Provide meals, tour services, and other logistical requirements as stated in the specifications for: A. Post Tour Pre-Run (Modules 1-5) 27 August 2021 (Date is subject to change) Inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives B. Post Tour (Modules 1-5) 1. 22 September 2021 (Date is subject to change) 2. Ten (10) pax Minimum guaranteed / Maximum of twenty-five(25) Pax including DOT/TPB Representatives Module 1 Sto. Tomas Pottery San Fernando Heritage San Guillermo Church Diaspora Farm Tour Module 2 Bangkung Malapad Lubao Bamboo Hub San Austin Church Macapagal Museum Lumanog Guitar Factory Betis Church Willy Layug-Betis Artisan Betis Craft Bacolor Tamales-making/Chicharon		



Module 3

- Puning Hot Spring and Sand Spa
- Clark Tour

Module 4

- Tibby's Famr
- RFW?Razon's Halo-halo
- Angeles City Heritage Tour
- Bale-Balayan Museum

Module 5

- Bale-Batu (Arayat)
- Gintung Pakpak Pond and Eco Park
- Pampanga State Agricultural University (PSAU)
 Demo Farm
- Abe's Farm
- Carreon's Pastillas/Pabalan Pastillas

Details of the Tour Modules are found in the attached Technical Specifications. Submit the accomplished form together with your quotation.

Eligibility Requirements

- Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
- 2. Engaged in the business as a travel and tour operator for at least five (5) years at the date and time of the opening of bids;
- Must have a minimum of 5 years' experience in providing logistical requirements and tour operator services such as big scale tours, events, and the likes;
- Must have expertise in organizing and coordinating travel arrangements, specifically within Pampanga and in the Central Luzon Region;
- Must be a Department of Tourism (DOT) duly accredited entity with up-to-date DOT Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal); and
- 6. Must be knowledgeable of DOT-Accredited tourism establishments and strong private sector connections within Pampanga. Required to submit a list of completed projects in Pampanga over the past three (3) years
- 7. Must be a TPB Member

Terms	As stated
Delivery	As stated
ABC	PhP757,156.00 inclusive of applicable taxes

Please submit your **proposal and legal documents** duly signed by your representative to email address *janet_villafranca@tpb.gov.ph* not later than **07 June 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format will not be considered. For easy identification of email, the subject shall be in this format: PHITEX Post Tour_<Company Name>

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person JANET G. VILLAFRANCA

Email: janet_villafranca@tpb.gov.ph

Note:

- 1. All entries must be typewritten in your company letterhead.
- 2. Price Validity shall be for a period of thirty (30) calendar days.
- **3.** Suppliers must submit the following legal and eligibility documents to be eligible to participate in the bidding:

Legal Documents

- a. PhilGEPS Registration Certificate
- b. Mayor/Business Permit
- c. Income/Business Tax Return Certificate
- d. Omnibus Sworn Statement (revised form)
- e. Company Profile

Eligibility Documents

- a. SEC, DTI, CDA registration certificate, whichever is applicable
- b. List of all ongoing and completed government and private contract for the last five (5) years, including contract awarded but not yet started, whether similar or not similar in nature and complexity to the project. Provide the following details: agency name/name of project/date awarded/date completed/Contract Price)
- c. DOT Certificate of Accreditation or Provisional Certificate of Accreditation
- d. TPB Membership Certificate