

Request for Quotation

July 2, 2021

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

Quotation No. TPB-PR.2021.07.238

PR No. 6.043 / Domestic Dept.

Requirements : SERVICES OF A TOUR OPERATOR

Project Title : 32nd PHILIPPINE TRAVEL MART (PTM)

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)						
LOT	<p>Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for TPB's participation in the 32nd Philippine Travel Mart (PTM) 2021.</p> <p>I. SPECIFIC REQUIREMENTS</p> <p>Accommodation</p> <ul style="list-style-type: none"> Provide hotel accommodation (<i>twin-sharing</i>) inclusive of <i>breakfast</i> on 1 - 6 September 2021 <table border="1" data-bbox="513 1832 986 2024"> <thead> <tr> <th></th> <th>Hotel must be located within</th> <th>Number of Rooms</th> </tr> </thead> <tbody> <tr> <td>Check in</td> <td>3 kilometers from SMX</td> <td>7</td> </tr> </tbody> </table>		Hotel must be located within	Number of Rooms	Check in	3 kilometers from SMX	7	287,500.00	287,500.00
	Hotel must be located within	Number of Rooms							
Check in	3 kilometers from SMX	7							

date: 1 Sept 2021	Convention Center Manila	
2 Sept 2021		7
3 Sept 2021		7
4 Sept 2021		7
5 Sept 2021		7
Check out date: 6 Sept 2021		35
Total Room Nights		28

- Must be located within 3 kilometers from the SMX Convention Center Manila
- Dates are subject to change without prior notice
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a Department of Tourism (DOT) Certificate of Authority to Operate or Provisional Certificate or Authority to Operate and/or recipient of WTTC Safe Travel Stamp prior to its operation.
Submit a copy of the Certificate same day of the bid submission.
- Must be TPB Member. **Submit a copy of the Certificate same day of the bid submission.**
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted

rates should be deducted from the total expense

- Provision of care kit during the inclusive stay dates and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in
- Itinerary to be sent (subject to change without prior notice)
- Provide free transportation from hotel to SMX Convention Center Manila and vice versa, if available

Transportation

- One (1) unit van including gasoline

Date	Route	Number of Units
1 Sept 2021	TPB to any points within Metro Manila and its environs	1
2 Sept 2021		1
3 Sept 2021		1
4 Sept 2021		1
5 Sept 2021		1
6 Sept 2021		1

- Dates are subject to change, without prior notice
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Uniformed, presentable and trained drivers
- Van unit year model must be at

	<p>least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.</p> <ul style="list-style-type: none"> • Minimum engine displacement at least 2.5 to 3.5L • Van adequate to transport 4 – 6 persons with luggage and driver • Equipped with climate control or air-conditioning • With universal van sliding windows • Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles • Equipped with safety belts for all seats • Be at all times clean and tidy when arriving to pick up the passengers • Regularly checked for roadworthiness and safety • Maximum use of 15 hours per day inclusive of overtime and driver's fee and overtime • Includes third-party liability insurance • Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees • Comply with IATF protocols/guidelines on safety, capacity and coverage; daily disinfection of vehicle • With daily provision of wet tissues, alcohol, mineral water, mint • First Aid kit on board • Provision of umbrella on board • Equipped with GPS or Waze • Driver should have strong 		
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	<p>navigation skills</p> <ul style="list-style-type: none"> • Itinerary to be sent (subject to change without prior notice) • Multiple pick up and drop off points within Metro Manila and its environs <p>II. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be legally registered tour operator company or travel agency under Philippine laws for 5 years. Required to submit proof of registration either from SEC, DTI or CDA; • Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2018 – 2020; • Must be DOT-accredited tourism enterprise. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; • Must be TPB Member. Required to submit TPB Certificate of Membership; • Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the tour operator company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies. 		
Terms	30 days upon receipt of invoice		
ABC	Php 287,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **July 9, 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 (also submit Technical Requirements as stated above):

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