

REQUEST FOR QUOTATION

23 August 2021

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

Quotation No. TPB-PR.2021.08.312

PR No. 8.036

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TPB MEMBERS' FAMILIARIZATION TOUR IN SIARGAO

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																														
1 LOT	<p>SERVICES OF A TOUR OPERATOR FOR THE TPB MEMBERS' FAMILIARIZATION TOUR IN SIARGAO</p> <ul style="list-style-type: none"> SCOPE OF SERVICES <p>ACCOMMODATION Provide a 3- star hotel accommodation/ resort (single occupancy) inclusive of daily breakfast on the following dates:</p> <p>1. Site validation</p> <table border="1"> <thead> <tr> <th></th> <th>Hotels must be located within</th> <th>Number of Rooms</th> </tr> </thead> <tbody> <tr> <td>Check in date 20 September 2021</td> <td>General Luna, Siargao</td> <td>2</td> </tr> <tr> <td>Check in date 21 September 2021</td> <td></td> <td>2</td> </tr> <tr> <td>Check out date 22 September 2021</td> <td></td> <td>2</td> </tr> <tr> <td>Total Room Nights</td> <td></td> <td>6</td> </tr> </tbody> </table> <p>2. Actual trip</p> <table border="1"> <thead> <tr> <th></th> <th>Hotels must be located within</th> <th>Number of Rooms</th> </tr> </thead> <tbody> <tr> <td>Check in date 06 October 2021</td> <td rowspan="4">General Luna, Siargao</td> <td>25</td> </tr> <tr> <td>Check in date 07 October 2021</td> <td>25</td> </tr> <tr> <td>Check in date 08 October 2021</td> <td>25</td> </tr> <tr> <td>Check out date 09 October 2021</td> <td>25</td> </tr> <tr> <td>Total Room Nights</td> <td></td> <td>100</td> </tr> </tbody> </table>		Hotels must be located within	Number of Rooms	Check in date 20 September 2021	General Luna, Siargao	2	Check in date 21 September 2021		2	Check out date 22 September 2021		2	Total Room Nights		6		Hotels must be located within	Number of Rooms	Check in date 06 October 2021	General Luna, Siargao	25	Check in date 07 October 2021	25	Check in date 08 October 2021	25	Check out date 09 October 2021	25	Total Room Nights		100	P987,500.00	P987,500.00
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Note:

The event/ activity date is subject to change due to the uncertain situations and community restrictions brought about by the Covid-19 pandemic.

- Dates are subject to change at least 1-2 days before the actual trip
- 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.**
- 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.

LAND TRANSPORTATION

1. Site Validation

Date	Route	Number of Units
20 September 2021 Pre- Departure Tour Proper	Point of origin of TPB personnel to airport Transfer-in from Siargao airport to General Luna	1
21 September 2021	General Luna- Burgos- General Luna	1
22 September 2021	General Luna- Sugba Lagoon drop off point- General Luna Transfer out - Airport NAIA Airport to Hotel	1

2. Actual Trip

Date	Route	Number of Units
06 October 2021	Point of origin of TPB personnel to airport	1
Tour Proper	Transfer-in from Siargao airport to General Luna	5
07 October 2021	General Luna- Burgos- General Luna	5
08 October 2021	General Luna- Sugba Lagoon drop off point- General Luna	5
09 October 2021	General Luna- Cloud 9- Transfer out - Airport	5
Post Tour	NAIA Airport to Hotel	4

Note:

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- Dates are subject to change_at least 1-2 days before the actual trip
- 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 least 2017 or not more than 4-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.
- 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 navigation skills

GROUND FEES (TOURS, LAND AND WATER ACTIVITIES, ENTRANCE FEES, BOAT RIDES, TOUR GUIDES AND OTHER MISCELLANEOUS FEES)

(Actual Trip)

Date	Ground Fees	Number of Units/Pax
06 October 2021	Cloud 9 Boardwalk	25
07 October 2021	Banig Weaving Workshop	25
08 October 2021	Sugba Lagoon Tidal Pool Magpupungko Maasin River	25
09 October 2021	Cloud (Surfing Experience)	25

Note:

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- Dates are subject to change at least 1-2 days before the actual trip
- Rebookable and/or refundable
- Secured sponsorships or discounted rates should be deducted from the total expense
- Total cost of ground fees should be based on actual expenses

MEALS

- Incentivized Meals (Dinner and Lunch) for 25 pax for the whole duration of the tour
- Incentivized am and pm snacks for 25 pax for the whole duration of the tour

Note: The project officer must approve the meal menu

ANTIGEN TESTS AND/OR RT-PCR TESTS AND TRAVEL/COVID INSURANCE

Provision of Antigen Tests and/ or RTPCR Test in entering the border (if applicable)	Site Validation: 2 pax Actual Trip: 25 pax
Travel Insurance with Covid-19 coverage	Site Validation: 2 pax Actual Trip: 25 pax

- DOH-Accredited COVID-19 RT-PCR Testing Facility
- Antigen and/or RT-PCR Tests and Travel/COVID Insurance costs should be based on actual expenses

The event/ activity date is subject to change due to the uncertain situations and community restrictions brought about by the Covid-19 pandemic.

III. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- 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 establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;
- Preferably TPB Member;
- Must be a local tour operator company or travel agency of Region 13. The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable in their area of jurisdiction as well as familiar with the ways of the communities. Required to submit proof that the local tour operator or travel agency is allowed to conduct business with the local government’s geographical jurisdiction, i.e. Business Permit;
- 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.

IV. TERMS OF PAYMENT


Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

	<p>V. CONTACT PERSON</p> <p>JAIME A. SY Acting Chief, Industry Relations & Services Division Domestic Promotions Department jaime_sy@tpb.gov.ph</p> <p>EDESSA JOY L. DELEGIRO Project Officer Domestic Promotions Department edessa_delegiro@tpb.gov.ph 09272938975</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP987,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **31 August 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.

1. Mayor's Permit/ License 2021
2. BIR Registration / TIN
3. Company Profile/ Reference
4. PhilGEPS Certificate
5. Notarized Omnibus Sworn Statement
6. DOT Accreditation Certificate / TPB Certificate of Membership

Thank you very much.


ELOISA A. ROMERO
 Head, Procurement and General Services Division

Contact Person **(MISS) GENESIS WEIYN B. LEE**

Note: **All entries must be typewritten in your company letterhead.**
 Price Validity shall be for a period of thirty (30) calendar days.