

REQUEST FOR QUOTATION

25 August 2021

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

Quotation No. TPB-PR.2021.08.317

PR No. 8.039

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE SITE VALIDATION OF THE PHILIPPINE TOURISM INFLUENCERS PROGRAM (PTIP)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>ALBAY- SORSOGON (3D/2N) Indicative Date: October 6-8, 2021</p> <p>A. TRANSPORTATION Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.)</p> <ul style="list-style-type: none"> - Transfer in and out - Pick-up and drop-off of TPB personnel residence. - Tour proper <p>Domestic Air-ticket MNL-LEG-MNL (Round Trip) with 20 kilos additional baggage allowance for three (3) pax</p> <p>B. COMPREHENSIVE TRAVEL INSURANCE for three (3) pax</p> <p>C. ROOM ACCOMMODATION Four (4) pax at a business category (if applicable/available) or its equivalent for two (2) nights (with breakfast) based on Single Occupancy. * Including DOT R5 officer</p>	P200,000.00	P200,000.00

2 LOT	<p>D. TOURS AND ACTIVITIES Island Hopping Tour/ Community Based Tourism visit/ Property visit Entrance Fees/Environmental Fees ▪Airport Terminal Fees ▪Porter Fees ▪Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</p> <p>E. Meals (3 Lunch and 2 Dinner) for five (5) pax *Including DOT R5 officer/s</p> <p>F. Provision of RT PCR for four (4) pax *Including DOT R5 officer</p> <p>PANAY ISLAND (3D/2N) Indicate Date: October 2-4, 2021</p> <p>A. TRANSPORTATION Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) -Transfer in and out -Pick-up and drop-off of TPB personnel residence. -Tour proper -Land transfer from Iloilo to Boracay</p> <p>Domestic Air-ticket MNL-ILO (one way) CATICLAN- MNL (one way) with 20 kilos additional baggage allowance for three (3) pax</p> <p>B. COMPREHENSIVE TRAVEL INSURANCE for three (3) pax</p> <p>C. ROOM ACCOMMODATION for four (4) pax at a business category (if applicable/available) or its equivalent for two (2) nights (with breakfast) based on Single Occupancy. * Including DOT R6 officer</p>	P300,000.00	P300,000.00
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3 LOT	<p>D. TOURS AND ACTIVITIES Weaving Community (HABLON) in Oton, Miagao, Calinog/ Community Based Tourism visit/ Farm Visit</p> <ul style="list-style-type: none"> ▪Entrance Fees/Environmental Fees ▪Airport Terminal Fees ▪Porter Fees ▪Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) <p>E. Meals (3 Lunch and 2 Dinner) for five (5) pax *Including DOT R6 officer/s</p> <p>F. Provision of RT PCR for four (4) pax *Including DOT R6 officer</p> <p>BUKIDNON (4D/3N) Indicative Date: October 10-12, 2021</p> <p>A. TRANSPORTATION Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.)</p> <ul style="list-style-type: none"> -Transfer in and out -Pick-up and drop-off of TPB personnel residence. -Tour proper -Land transfer from Iloilo to Boracay <p>Domestic Air-ticket MNL-CDO-MNL with 20 kilos additional baggage allowance for three (3) pax</p> <p>B. COMPREHENSIVE TRAVEL INSURANCE for three (3) pax</p> <p>C. ROOM ACCOMMODATION for five (5) pax at a business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy. * Including DOT R10 officer</p>	P250,000.00	P250,000.00
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4 LOT	<p>D. TOURS AND ACTIVITIES Weaving Community in Valencia, Malaybalay/ IP Community Based Tourism visit in Quezon and Lantapan/ Farm Visit</p> <ul style="list-style-type: none"> ▪Entrance Fees/Environmental Fees ▪Airport Terminal Fees ▪Porter Fees ▪Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) <p>E. Meals (4 Lunch and 4 Dinner) for five (5) pax *Including DOT R10 officer/s</p> <p>F. Provision of RT PCR for five (5) pax *Including DOT R10 officer</p> <p>MINDORO (3D/ 2N) Indicative Date: September 29-31, 2021</p> <p>A. TRANSPORTATION Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) -Transfer in and out -Pick-up and drop-off of TPB personnel residence. -Tour proper</p> <p>Boat Transfer from Muelle Puerto Galera Port to Balatero Port (Batangas)</p> <p>Domestic Air-ticket MNL-SAN JOSE-MNL (round trip) with 20 kilos baggage allowance for four pax</p> <p>B. COMPREHENSIVE TRAVEL INSURANCE for three (3) pax</p> <p>C. ROOM ACCOMMODATION for four (4) pax at a business category (if applicable/available) or its equivalent for two (2) nights (with breakfast) based on Single Occupancy. * Including DOT R4-B officer</p>	P250,000.00	P250,000.00
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	<p>D. TOURS AND ACTIVITIES Weaving Community (Ramit) in San Jose and Manansalay/ Community Based Tourism area Mangyan Heritage Center / Farm Visit/ Diving activity in Puerto Galera</p> <ul style="list-style-type: none"> ▪Entrance Fees/Environmental Fees ▪Airport Terminal Fees ▪Porter Fees ▪Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) <p>E. Meals (3 Lunch and 3 Dinner) for five (5) pax *Including DOT R4-B officer/s</p> <p>F. Provision of RT PCR for five (5) pax *Including DOT R4-B officer</p> <p>GENERAL INCLUSIONS</p> <ol style="list-style-type: none"> 1. Assistance in preparing/securing entry documents, as necessary. 2. Willingness to respond to immediate/unforeseen changes in specifications. 3. Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. 4. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols. 5. <i>Tour activities and/or schedules/dates may still be changed</i> according to the recommendations of the DOT Regional Office involved. 		
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<p>QUALIFICATIONS OF BIDDERS</p> <ol style="list-style-type: none"> 1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws; 2. Engaged in the travel and tour operator business for at least three (3) years at the date and time of the opening of bids; 3. Must have a minimum of 3 years' experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes; 4. Must have expertise in organizing and coordinating travel arrangements, specifically within Region 4B, 5, 6, and/or 10 depending on the lot being bid for. <p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <p>The following additional technical requirements must be submitted together with the proposal.</p> <ol style="list-style-type: none"> 1. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/ discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax.</i> 2. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal). 3. Preferably TPB Member 4. List of ongoing and completed tours conducted in the past three (3) years. 5. Provide an alternative itinerary in case of rain, risk of a typhoon, and other unforeseen or fortuitous events subject to the approval of TPB <p>TERMS OF PAYMENT</p> <p>Send the bill to the Tourism Promotions Board after the completion of services.</p> <p>Note: <i>The bidder should have a Landbank account. Payment will be made through an LBP bank</i></p>		
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	<p><i>deposit. Otherwise, bank charges will be shouldered by the supplier.</i></p> <p>Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES</p> <p>4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **01 September 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. 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.