

18 October 2021

**REQUEST FOR QUOTATION (RFQ)**

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

**RFQ No. TPB-PR 2021.10.384**

**Requirement: Services of a Tour Operator to Provide Logistics Requirements for the 360° VR Experiential Regional Tour Shoot in Western Visayas**

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 Lot	<p><b>LOT 1: Negros Occidental-Manila (10D/9N)</b> Date : 08 – 17 November 2021 Number of participants: 3 pax (TPB, DOT and LGUs)</p> <p>A. Accommodation <u>During the Event (5D/4N) – 3 Rooms</u></p> <ul style="list-style-type: none"> <li>• For 3 pax Business category (if applicable/ available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy</li> <li>• Within Cauayan (1N)</li> <li>• Within Bacolod or Talisay (1N)</li> <li>• Within Bacolod (2N)</li> </ul> <p><u>Post-Event Quarantine (6D/5N) – 1 Room</u></p> <ul style="list-style-type: none"> <li>• For 1 pax Business category (if applicable/ available) or its equivalent for five (5) nights (full-board) based on Single Occupancy</li> <li>• Must be a DOT-DOH-BOQ Accredited</li> <li>• Quarantine Hotel</li> <li>• Provide hotel-service RT-PCR</li> <li>• Provide transportation from hotel to residence</li> <li>• Within Muntinlupa City or Makati City</li> </ul> <p>B. Transportation</p> <ul style="list-style-type: none"> <li>• 1 unit van (2018 model or newer) Inclusive of gas, parking fees and overtime, driver fees. Equipped with Waze or GPS</li> <li>• Additional van for pick-up and/or drop off of representative of DOT (Iloilo City) and LGU, if necessary</li> <li>• Pick-up and drop off of TPB, DOT and LGU</li> </ul>	167,000.00	167,000.00

	<p>to/from airport/hotel/residence; separate van if necessary</p> <ul style="list-style-type: none"> <li>• Itinerary to be sent (subject to change without prior notice)</li> <li>• First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineral water, mint</li> <li>• Drivers must undergo an RT-PCR (COVID-19) test with a negative result</li> </ul> <p>C. Tour Coordinator and Ground Fees</p> <ul style="list-style-type: none"> <li>• Tour coordinator with at least three (3) years of experience</li> <li>• To cover all tour, land and water activities, entrance fees, boat rides, tour guides, jeepney rental and other miscellaneous fees/charges for 3 pax</li> </ul> <p>D. Comprehensive Travel Insurance with COVID-19 coverage for TPB representative (inclusion of 5 days post-trip)</p> <p>E. RT-PCR and/or Antigen tests DOH-Accredited COVID-19 RT-PCR or antigen Testing Facility, whichever requirement applies to the provincial borders of Negros Occidental for 3 pax; inclusive of DOT representative's RT-PCR to and from Negros Occidental; inclusive of TPB representative's RT-PCR post-trip in Manila (1 pax)</p>		
<p><b>1 Lot</b></p>	<p><b>LOT 2: Capiz-Iloilo-Guimaras-Iloilo-Manila (15D/14N)</b> Date : 15 – 29 November 2021 Number of participants: 4 pax (TPB, DOT and LGUs)</p> <p>A. Room Accommodation <u>During the Event (10D/9N) – 4 Rooms</u> For 4 pax Business category (if applicable/available) or its equivalent (with breakfast) based on Single Occupancy</p> <ul style="list-style-type: none"> <li>▪ Within Roxas City (2N)</li> <li>▪ Iloilo Province (within the ff: Cities) <ul style="list-style-type: none"> <li>○ Carles (1N)</li> <li>○ Iloilo City (1N)</li> <li>○ Janiuay (1N)</li> <li>○ Iloilo City (1N)</li> </ul> </li> <li>▪ Within Guimaras (1N)</li> <li>▪ Within Iloilo City (2N)</li> </ul>	<p><b>396,000.00</b></p>	<p><b>396,000.00</b></p>

	<p><u>Post-event Quarantine (6D/5N) – 2 Rooms</u></p> <ul style="list-style-type: none"> <li>• For 2 pax Business category (if applicable/ available) or its equivalent for five (5) nights (full-board) based on Single Occupancy</li> <li>• Must be a DOT-DOH-BOQ Accredited Quarantine Hotel</li> <li>• Provide hotel-service RT-PCR</li> <li>• Provide free transportation from hotel to residence</li> <li>• Within Muntinlupa City or Makati City</li> </ul> <p>B. Transportation</p> <ul style="list-style-type: none"> <li>• 1 unit of van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime, driver fees.). Equipped with Waze or GPS</li> <li>• Additional van for pick-up and/or drop off of representative of DOT (Iloilo City) and LGU per province, if necessary</li> <li>• Pick-up and drop off of TPB, DOT and LGU to/from airport/hotel/residence; separate van if necessary</li> <li>• Provision/replacement of jeepney or 4x4 ride for mountainous areas limiting the van to mobilize</li> <li>• Itinerary to be sent (subject to change without prior notice)</li> <li>• First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineral water, mint</li> <li>• Drivers must undergo an RT-PCR (COVID-19) test with a negative result</li> </ul> <p>C. Tour Coordinator and Ground Fees</p> <ul style="list-style-type: none"> <li>• A tour coordinator with at least three (3) years of experience</li> <li>• To cover all tour, land and water activities, entrance fees, boat rides, tour guides, jeepney rental and other miscellaneous fees/charges for 4 pax</li> </ul> <p>D. Comprehensive Travel Insurance with COVID-19 coverage for TPB representatives (inclusion of 5 days post-trip) <b>RT-PCR and/or Antigen tests</b></p> <p>DOH-Accredited COVID-19 RT-PCR or antigen</p>		
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	Testing Facility, whichever requirement applies to the provincial borders of Capiz, Guimaras and Iloilo for 4 pax; inclusive of DOT representative's RT-PCR to Capiz and from Iloilo; inclusive of TPB representatives' RT-PCR post-trip in Manila (2 pax)		
<b>1 Lot</b>	<p><b>LOT 3: Aklan-Antique-Iloilo-Manila (10D/9N)</b>  Date: 08 – 17 November 2021  Number of participants: 3 pax (TPB, DOT and LGUs)</p> <p>A. Room Accommodation  <u>During the Event (4N) – 3 Rooms</u>  For 3 pax Business category (if applicable/ available) or its equivalent (with breakfast) based on Single Occupancy</p> <ul style="list-style-type: none"> <li>▪ Aklan: Within Boracay Island (2N)</li> <li>▪ Antique: Tibiao (1N)</li> <li>• Iloilo: San Juaquin or Iloilo City (1N)</li> </ul> <p><u>Post-event Quarantine (6D/5N) – 1 Room</u></p> <ul style="list-style-type: none"> <li>• For 1 pax Business category (if applicable/ available) or its equivalent for five (5) nights (full-board) based on Single Occupancy</li> <li>• Must be a DOT-DOH-BOQ Accredited</li> <li>• Quarantine Hotel</li> <li>• Provide hotel-service RT-PCR</li> <li>• Provide free transportation from hotel to residence</li> <li>• Within Muntinlupa City or Makati City</li> </ul> <p>B. Transportation</p> <ul style="list-style-type: none"> <li>• 1 unit of van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime, driver fees.). Equipped with Waze or GPS</li> <li>• Additional van for pick-up and/or drop off of representative of DOT (Iloilo City) and LGU per province, if necessary</li> <li>• Pick-up and drop off of TPB, DOT and LGU to/from airport/hotel/residence</li> <li>• Itinerary to be sent (subject to change without prior notice)</li> <li>• First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineral water, mint</li> </ul>	<b>179,000.00</b>	<b>179,000.00</b>

	<ul style="list-style-type: none"> <li>• Drivers must undergo an RT-PCR (COVID-19) test with a negative result</li> </ul> <p>C. Tour Coordinator and Ground Fees</p> <ul style="list-style-type: none"> <li>• A tour coordinator with at least three (3) years of experience</li> <li>• To cover all tour, land and water activities, entrance fees, boat rides, tour guides, jeepney rental and other miscellaneous fees/charges for 3 pax</li> </ul> <p>D. Comprehensive Travel Insurance with COVID-19 coverage for TPB representative (inclusion of 5 days post-trip) RT-PCR and/or Antigen tests</p> <p>DOH-Accredited COVID-19 RT-PCR or antigen Testing Facility, whichever requirement applies to the provincial borders of Aklan, Antique and Iloilo for 3 pax; inclusive of DOT representative's RT-PCR IN/Aklan and OUT/Iloilo; inclusive of TPB representative's RT-PCR post-trip in Manila (1 pax)</p>		
	<p><b>Eligibility Requirements</b></p> <ol style="list-style-type: none"> <li>1. Must be legally registered tour operator company or travel agency under Philippine laws for at least three (3) years.</li> <li>2. Must have previously completed a minimum of 3 projects for the past three (3) years in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations.</li> <li>3. Must be DOT-accredited tourism establishment.</li> <li>4. Must be TPB Member.</li> <li>5. Must be a local tour operator company or travel agency of the <b>Western Visayas Region</b>. 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;</li> </ol>		

	<b>Technical Documents</b> <ol style="list-style-type: none"> <li>1. Required to submit proof of registration either from SEC/Articles of Incorporation, DTI or CDA.</li> <li>2. Required to submit a list of on-going and completed projects for the last three (3) years</li> <li>3. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;</li> <li>4. Required to submit TPB Certificate of Membership.</li> </ol>		
	<b>Legal Documents</b> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Mayor/Business Permit</li> <li>3. BIR Registration Certificate</li> <li>4. Omnibus Sworn Statement (revised form)</li> </ol>		
	<b>Attachments:</b> <ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Revised Omnibus Sworn Statement</li> </ul>		
	<b>Note:</b> <ul style="list-style-type: none"> <li>• <b>Submission of the proposal is on a per lot basis</b></li> <li>• <b>All entries must be typewritten in your company letterhead and the proposal must be duly signed by your authorized representative</b></li> <li>• <b>Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</b></li> </ul>		
Terms	As stated in the Terms of Reference		
Delivery	Dates are subject to change		
ABC	Php742,000.00 inclusive of applicable taxes		

Bidders shall have the option of submitting a quotation on any or all lots and the evaluation and contract award will be undertaken on a per lot basis.

Please submit your **proposal together with the technical and legal documents** enumerated above to email address *janet\_villafranca@tpb.gov.ph* not later than **26 October 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 shall not be considered.** For easy identification of email, the subject shall be in this format: **<Lot No.>\_Tour Operator for VRT \_<Company Name>**

Thank you very much.

**ELOISA A. ROMERO**

Head, Procurement and General Services Division  
Administrative Department

