

## REQUEST FOR QUOTATION

20 October 2021

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

**Quotation No.** TPB-PR.2021.10.391

**PR No.** 10.029

**REQUIREMENTS: SERVICES OF A DESTINATION MANAGEMENT COMPANY (DMC)  
FOR THE MICECONNECT 2021**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p><b>Event:</b> MICECONnect 2021  <b>Indicative Date:</b> 12-16 November 2021  <b>Venue:</b> Boracay Island  <b>Number of Pax:</b> 40 pax</p> <p><b>SCOPE OF WORK / DELIVERABLES</b></p> <p><b>A. TOUR PROGRAM</b>  <i>(Please see attached proposed itinerary)</i></p> <p><b>1. Provision of the following:</b></p> <ul style="list-style-type: none"> <li>o Tours, activities, entrance, environmental and miscellaneous fees  <i>*Proposed Activities: Site inspection of identified MICE properties, familiarization tours and activities as stated in the working itinerary, including land transfers.</i></li> <li>o A tour coordinator in uniform accompanying the group during the program</li> <li>o Vans (2017 model or newer) inclusive of gas, parking fees, vaccinated drivers in uniform, driver's accommodation and meals</li> <li>o Four (4) licensed, DOT-accredited Tour Guides fluent in both English and Filipino, preferably with prepared spiels about the local attractions or the destination based on the proposed itinerary</li> </ul>	PhP1,000,000.00	PhP1,000,000.00

	<p>o A comprehensive travel / health insurance for all participants</p> <p>o Incentivized tour kit:</p> <ul style="list-style-type: none"> <li>• Electronic brochure or itinerary (in PDF file) with description and photos of the site/establishments to be visited</li> <li>• Travel necessities – alcohol spray, pocket issue, wipes, etc.</li> <li>• Color-coded luggage tags (2 pieces per participant)</li> <li>• Themed lunches and AM/PM snacks</li> <li>• Incentivized / pre-arranged / exclusive lunches in managed buffet set up in al fresco setting</li> </ul> <p>*may include venue enhancement/ decoration and/ or ambient performers, as applicable</p> <ul style="list-style-type: none"> <li>• Plated or packed AM/PM snacks (dependent on the itinerary)</li> <li>• Strict implementation of health and safety protocols including disinfection and physical distancing practices in all venues / locations which included in the itinerary</li> <li>• All dietary restrictions of participants to be taken into consideration</li> <li>• With a minimum of one (1) round of drinks (choice of: beer juice or soft drinks) and bottled water</li> <li>• With uniformed waitstaff on standby who are knowledgeable of the menu and the establishment</li> <li>• One (1) banner (for group photo opportunity) and appropriate van signage (design/specifications subject to TPB’s approval prior to the event)</li> <li>• One (1) welcome gift* and three (3) pillow gifts with TPB compliments card for each participant (40 pax)</li> </ul> <p><i>* an item identifiable with the destination (e.g. “sarong” rolled with a jute string ribbon, comfortable slippers, etc.) to be given to the participants upon arrival in the resort / hotel</i></p>		
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	<ul style="list-style-type: none"> <li>• First Aid Kit on board the vehicles with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, etc.)</li> <li>• Other miscellaneous onsite expenses (e.g. sampling of local delicacies during tours, etc.)</li> </ul> <p><b>2.</b> Coordination with the tour sites and properties (i.e. strict observance of the inspection schedule, identified site guide / hotel coordinator preferably with prepared spiel, health and safety protocols in place, limit accommodation rooms to be inspected to 3 room types, must be well-lit, with proper ventilation, etc. and function rooms for inspection must have different room set ups (banquet, classroom, boardroom, etc.) during the inspection</p> <p><b>3.</b> Management of the tour activities (i.e. making important announcements, disseminating relevant information to participants, logistics and coordination with other local entities in Boracay, etc.)</p> <p><b>4.</b> Provision for miscellaneous onsite tour-related expenses over and above the requirements specified in this bid worth a minimum amount of Php 10,000.00 (approval of allocation to be determined by the TPB MICE Project Officer onsite, as needed)</p> <p><b>5.</b> Coordination with DOT Region VI and the DOT- Boracay Satellite Offices regarding access requirements of participants in the destination / tourism sites</p> <p><b>6.</b> Assistance in ensuring all health and safety protocols are followed by participants.</p>		
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	<p><b>7.</b> Coordination with the local PNP regarding the group’s itinerary</p> <p><b>8.</b> All tour guides, tour coordinator and drivers should be vaccinated and have valid negative RT-PCR results taken 24-48 hours before the event to be submitted to TPB on 11 November 2021</p> <p><b>B. PROVISION OF ENTERTAINMENT</b></p> <ul style="list-style-type: none"> <li>• Provision of an appropriate 10- to 15-minute musical/cultural entertainment for the themed welcome and farewell dinners;</li> <li>• Coordination with the venues for the themed welcome and farewell dinners* for in-house performers that can form part of the musical/cultural entertainment;</li> <li>• All performers should have a valid negative antigen test results taken 24-48 hours before the date of performance;</li> </ul> <p>*venue, food and beverage during the welcome and farewell dinner not included</p> <p><b>C. PROFESSIONAL SAME DAY EDIT (SDE) VIDEOGRAPHY AND PHOTOGRAPHY</b>  Services of one (1) professional SDE videographer and one (1) professional photographer to cover the tour and to provide a consolidated output stored in a USB drive and cloud, to be distributed to each participant at the end of the program</p> <p><b>Important Notes:</b></p> <ul style="list-style-type: none"> <li>• <i>Bidders should submit a budget bid proposal that reflects the cost of tours, activities, travel/health insurance, tokens/giveaways, welcome kit/pillow gifts and meals.</i></li> <li>• <i>Tour activities may still be changed according to the recommendations of DOT/TPB representatives</i></li> </ul>		
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	<ul style="list-style-type: none"> <li>• <i>The DMC shall coordinate with both TPB and DOT Region VI prior and during the event.</i></li> </ul> <p><b>SPECIAL / ADDITIONAL REQUIREMENTS</b></p> <p><b>1. Destination Management Company must be:</b></p> <ul style="list-style-type: none"> <li>• DMC must be a DOT-accredited Travel and Tour Operator</li> <li>• Engaged in the business as travel and tour operator for at least five (5) years at the date and time of the opening of bids</li> <li>• Has at least five (5)-year experience and expertise in inbound (domestic) travel</li> <li>• Must have handled similar projects for DOT, TPB and other government offices in the last five (5) years</li> <li>• Preferably with an account in the Land Bank of the Philippines</li> <li>• Able to work on a minimum guarantee of twenty-five (25) pax. In excess of 25 pax, the DMC shall be paid according to actual number of pax serviced / delivered and costs incurred which shall not exceed the ABC</li> <li>• Willing to provide services on “send-bill” arrangement</li> <li>• Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines. Provided, that the Travel and Tour Operator Association is a member of a reputable international travel association in Southeast Asia</li> </ul> <p><b>2. Tour Guide and Tour Coordinator must be:</b></p> <ul style="list-style-type: none"> <li>• The tour guide must be duly licensed and/or accredited by DOT and preferably from known / reputable organization which provides tour guides</li> </ul>		
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	<ul style="list-style-type: none"> <li>• He/she must have at least three (3) years' experiences as a tour guide</li> <li>• He/she must be fluent and conversant in English</li> <li>• He/she should have a strong sense of Philippine history, culture and tradition, art as well as about current events</li> <li>• He/she must be experienced in handling tours (preferably incentivized tours and knowledgeable on MICE facilities)</li> </ul> <p><b>3. Transport Service must be:</b></p> <ul style="list-style-type: none"> <li>• DOT-accredited vehicles</li> <li>• Inclusive of licensed driver with uniform and company ID, fuel, driver's meals, applicable parking and toll fees</li> <li>• Comprehensive insurance for the passengers</li> </ul> <p>Additional Required Documents:</p> <ul style="list-style-type: none"> <li>• List of handled incentivized tour programs for the past five (5) years, of international and domestic client companies (with photos of past incentivized tours if possible/ available)</li> <li>• List of proposed unique experiences / special arrangements that will be made for the participants</li> </ul> <p><b><i>*See the attached Technical Specifications*</i></b></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 **26 October 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. Income/Business Tax Return

3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Omnibus Sworn Statement
6. DTI Business Registration / SEC Certificate
7. DOT Certificate of Authority to Operate (CAO) as Staycation Hotel / Resort

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.