

## REQUEST FOR QUOTATION

26 October 2021

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

**Quotation No.** TPB-PR.2021.10.401

**PR No.** 8.036

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TPB MEMBERS' FAMILIARIZATION TOUR IN SIARGAO -2<sup>ND</sup> POSTING**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SERVICES OF A TOUR OPERATOR FOR THE TPB MEMBERS' FAMILIARIZATION TOUR IN SIARGAO</b></p> <ul style="list-style-type: none"> <li><b>SCOPE OF SERVICES</b></li> </ul> <p><b>Site Validation   15-18 November 2021</b> Number of participants: 3 pax</p> <p><b>Site Validation</b></p> <p><u>Accommodation</u> Room accommodation for 3 pax at Business category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy</p> <p><u>Land Transportation</u> One (1) van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees)</p> <ul style="list-style-type: none"> <li>- Pick up at residence of TPB personnel</li> <li>- Transfer in and out</li> <li>- Tour proper/ site ocular</li> </ul> <p><b>Note:</b> Drivers must undergo an RT-PCR (Covid 19) test with a negative result</p> <p><u>RT-PCR Tests/ Travel/ COVID19 Insurance</u> Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)</p> <p>Travel with COVID 19 medical coverage</p>	P987,500.00	P987,500.00

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**Actual Tour**

**06-09 December 2021**

Number of participants: 25 pax  
(Inclusive of DOT and TPB representatives)

**Actual Tour**

Accommodation

Room accommodation for 25 pax at Deluxe category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on double occupancy (if allowed)

Land Transportation

Five (5) van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees)

- Transfer in and out with pick up at TPB Office
- Tour proper

Additional van for luggage (inclusive of driver and gas)

**Note:** Drivers must undergo an RT-PCR (Covid 19) test with a negative result

Tours and Activities

Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on Habi (weaving), Halal, Hilot and Hilom to align with the TPB Banner Program

Meals

Incentivized lunch and dinner with cultural and musical entertainment, especially for welcome dinner and farewell dinner.

AM Snacks x 25 pax for 4 days

PM Snacks x 25 pax for 4 days

Lunch x 25 pax for 4 days

Dinner x 25 pax for 3 nights

\*Menu: subject to approval of the TPB.

	<p><u>RT-PCR Tests/ Travel/ COVID19 Insurance</u>  Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)</p> <p>Travel with COVID 19 medical coverage</p> <p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> <li>• Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae)</li> <li>• Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide)</li> <li>• Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB)</li> <li>• Provision of incentivized tour kit/ travel necessities (tissue, wipes, 70ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, acrylic face shield, wearable purifier and folded umbrella)</li> <li>• First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>• Stand-by paramedics</li> <li>• Provision of (3) color coded luggage tags per participants</li> <li>• Provision of at least 1 token which should be destination-based giveaways for each guest without showing tour operator’s logo and subject to TPB’s approval</li> <li>• Provision of banners (for group picture) and appropriate bus signage, design/ specs subject to TPB’s approval</li> <li>• Entrance fees/ Environmental fees</li> <li>• Airport terminal fees</li> <li>• Porter fees</li> <li>• Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</li> </ul> <p><b><i>*See the attached Technical Specification*</i></b></p>		
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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 **02 November 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. Business/Income Tax Return Certificate
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.