

15 November 2021

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. TPB-PR 2021.11.425

Requirement: Services of a Tour Operator to Provide Logistics Requirements for the Sustainable Community-Based Tourism Site Validation

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 Lot	<p>LOT 1: Cordillera/Ilocos Norte (5D/4N) Date : 10-14 December 2021 Number of participants: 3 pax</p> <p>A. Land Transportation (1 Van / 2018 model or newer) (Transfer in and out /Pick-up and drop-off of TPB personnel residence/Tour proper)</p> <ul style="list-style-type: none"> • Inclusive of driver/gasoline/parking fees <p>B. Domestic Air Tickets for three (3) Pax</p> <ul style="list-style-type: none"> • LAO-MNL/PR2107 • 20K baggage allowance • Rebookable and refundable <p>C. Comprehensive Travel Insurance for three (3) pax</p> <p>D. Accommodation for five (5) Pax</p> <ul style="list-style-type: none"> • Business Hotel or equivalent • 4N/Single Occupancy with Breakfast <p>E. Meals for ten (10) pax</p> <ul style="list-style-type: none"> • 5 Lunch and 5 Dinner <p>F. Provision of RTPCR Test or Antigen Test for five (5) pax, as may be required by the LGU</p> <p>G. Other Expenses</p> <ul style="list-style-type: none"> • Entrance/environmental fees • Airport terminal fees/porter fees • Incidental expenses and other miscellaneous expenses (sampling of local delicacies, etc.) <p>Tours and Activities: Weaving Community in Paracelis and Bontoc in Mt. Province, Abra, Kalinga, Community Based Tourism/ Magdalena Gamayo's Weaving Community</p>	300,000.00	300,000.00

<p>1 Lot</p>	<p>LOT 2: Capiz (3D/2N) Date : 6-8 January 2022 Number of participants: 3 Pax</p> <p>A. Land Transportation (1 Van / 2018 model or newer) (Transfer in and out /Pick-up and drop-off of TPB personnel residence/Tour proper)</p> <ul style="list-style-type: none"> • Inclusive of driver/gasoline/parking fees <p>B. Domestic Air Tickets for three (3) Pax</p> <ul style="list-style-type: none"> • MNL-RXS-MNL/PR453 • 20K baggage allowance • Rebookable and refundable <p>C. Comprehensive Travel Insurance for three (3) pax</p> <p>H. Accommodation for five (5) Pax</p> <ul style="list-style-type: none"> • Business Hotel or equivalent • 2N/Single Occupancy with Breakfast <p>D. Meals for ten (10) pax</p> <ul style="list-style-type: none"> • 3 Lunch and 3 Dinner <p>E. Provision of RTPCR Test or Antigen Test for five (5) pax, as may be required by the LGU</p> <p>F. Other Expenses</p> <ul style="list-style-type: none"> • Entrance/environmental fees • Airport terminal fees/porter fees • Incidental expenses and other miscellaneous expenses (sampling of local delicacies, etc.) <p>Tours and activities: Weaving Community in Roxas, Madulano/ IP Community Based Tourism Farm Visit</p>	<p>150,000.00</p>	<p>150,000.00</p>
<p>1 Lot</p>	<p>LOT 3: Lake Sebu and Maguindanao (4D/3N) Date : 1-4 February 2022 Number of participants: 3 Pax</p> <p>G. Land Transportation (1 Van / 2018 model or newer) (Transfer in and out /Pick-up and drop-off of TPB personnel residence/Tour proper)</p> <ul style="list-style-type: none"> • Inclusive of driver/gasoline/parking fees <p>H. Domestic Air Tickets for three (3) Pax</p> <ul style="list-style-type: none"> • MNL-GES/PR453 • CBO-MNL/5J885 • 20K baggage allowance • Rebookable and refundable <p>I. Comprehensive Travel Insurance for three (3) pax</p> <p>I. Accommodation for five (5) Pax</p> <ul style="list-style-type: none"> • Business Hotel or equivalent • 3N/Single Occupancy with Breakfast <p>J. Meals for ten (10) pax</p> <ul style="list-style-type: none"> • 4 Lunch and 4 Dinner <p>K. Provision of RTPCR Test or Antigen Test for five (5)</p>	<p>250,000.00</p>	<p>250,000.00</p>

	<p>pax, as may be required by the LGU</p> <p>L. Other Expenses</p> <ul style="list-style-type: none"> • Entrance/environmental fees • Airport terminal fees/porter fees • Incidental expenses and other miscellaneous expenses (sampling of local delicacies, etc.) <p>Tours and activities: Weaving Community in Laan Dulay Weaving Center / Community Leader of School for Indigenous Knowledge Arts and Tradition (SIKAT) / Kalyak Blaan Care Group (Tabih Weaving)</p>		
	<p>Eligibility Requirements</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, depending on the lot being bid for. 		
	<p>Technical Documents</p> <ol style="list-style-type: none"> 1. SEC and Articles of Incorporation, DTI or CDA Certificate, whichever is applicable 2. Company Profile 3. List of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past three (3) years. The list shall include the name of the contract and brief description of the consulting services, the client, date of award of contract, amount of contract, contract duration. 4. DOT Certificate of Accreditation/Provisional Certificate of Accreditation 		
	<p>Legal Documents</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Mayor/Business Permit 3. BIR Registration Certificate 4. Omnibus Sworn Statement (revised form) 		

	Attachments: <ul style="list-style-type: none"> • Terms of Reference • Revised Omnibus Sworn Statement 		
	Note: <ul style="list-style-type: none"> • Submission of the proposal is on a per lot basis • 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 based on the actual cost per pax. • All entries must be typewritten in your company letterhead and the proposal must be duly signed by your authorized representative • Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated in the Terms of Reference		
Delivery	Dates are subject to change		
ABC	PhP700,000.00 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 **23 November 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 per lot, 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 SCBT _<Company Name>**

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division
Administrative Department