

08 November 2021

### REQUEST FOR QOUTATION (RFQ)

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

**RFQ No. TPB-PR 2021.11.421** (2nd Posting)

**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><b>A. Accommodation</b> <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>B. Transportation</b></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> </ol>		
	<p><b>Technical Documents</b></p> <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. Must submit Company Profile</li> <li>3. Required to submit a list of on-going and completed projects for the last three (3) years</li> <li>4. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate</li> <li>5. 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 **12 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 per lot and 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