

REQUEST FOR QUOTATION

29 November 2021

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

Quotation No. TPB-PR.2021.11.436

PR No. 11.026

REQUIREMENTS: TRANSPORTATION SERVICES FOR THE 2-DAY TPB YEAR-END STRATEGIC ASSESSMENT AND PLANNING SESSION


Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>TRANSPORTATION SERVICES FOR THE 2-DAY TPB YEAR-END STRATEGIC ASSESSMENT AND PLANNING SESSION</p> <p>I. SCOPE OF SERVICES</p> <p>DATE: 16-17 December 2021 NO. OF PARTICIPANTS: 42 rider participants ROUTES The company is expected to provide transportation services during the entire implementation of the project (target period is 16-17 December 2021)</p> <p>Days 1 and 2 (Early A.M. to A.M. service and early P.M. to P.M. service)</p> <ul style="list-style-type: none"> ▪ Point-to-point shuttle service from residence to venue (the venue is within a 10-kilometer radius of the TPB office) and vice versa ▪ Three (3) vans for servicing within Metro Manila residences to venue and vice versa ▪ One (1) van for servicing within Metro Manila and Bulacan residences to venue and vice versa ▪ Three (3) vans for servicing within Metro Manila, Cavite and Laguna residences to venue and vice versa 	P120,00.00	P120,000.00

	<p>Participants' respective details and addresses to be provided by the Project Officer to the winning bidder.</p> <p>TECHNICAL REQUIREMENTS</p> <ul style="list-style-type: none"> a. Vehicle must be a 2018 model or newer (commuter models excluded), air-conditioned and with current registration and comprehensive insurance b. Seven (7) vans with a Passenger Limit of six (6) passengers or less whichever adheres closest to the Passenger Limit Guidelines set by the IATF, DOTr and LTFRB c. The transport service should be well ventilated, and air conditioning shall be on non-recirculated mode to maximize air changes that reduce potentially infectious particles in the vehicle. d. Must have a thermometer gun, basic first-aid kits, and sanitation kits with 70-percent solution alcohol or alcohol-based hand sanitizer and tissue paper or disposable wet wipes, for the free use of passengers, at least 3 big umbrellas, and repair tool kits inside all vehicles. e. A separate trash bag for all gloves, facemasks, PPE sets, wet wipes and other sanitation disposables used by the passengers shall be available inside the vehicle. f. Rates must include the use of vehicles, drivers' services (inclusive of overtime of the drivers), drivers' meals and communication expenses, parking fees, toll fees, vehicle maintenance, and consumables such as fuel, oil and lubricants. g. Drivers must have at least three years of experience as a professional driver, have knowledge of basic vehicular emergency measures, and be familiar with the major and minor routes in the areas within Greater Metro Manila, up to Bulacan North Side and Laguna-Cavite areas South Side h. Assigned drivers to the vehicles must have undergone RT-PCR swab testing two (2) days 		
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	<p>before 16 December 2021 with proof of negative results.</p> <p>i. Drivers must observe personal hygiene and proper grooming. They must be in uniform and should wear personal protective equipment (PPE), complete with face masks and gloves, provided by their transport operator.</p> <p>j. Deep cleaning and proper disinfection and sanitation of vehicles before and after every use, especially the frequently touched surfaces such as seats, armrests, door handles, light, and air controls.</p> <p>k. Provision of proper, approved, clean signage for the vehicles assigned for TPB.</p> <p>* Compliance with the DOT New Normal Health and Safety Guidelines for Tourist Land Transport Services **Will be charged based on actual usage</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP120,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **03 December 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.

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.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. Mayor's / Business Permit 2021
2. PhilGEPS Registration Certificate
3. Business/Income Tax Return Certificate
4. Company Profile / Reference
5. Omnibus Sworn Statement
6. DOT Accreditation Certificate