

REQUEST FOR QUOTATION

22 December 2021

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

Quotation No. TPB-PR.2021.12.469

PR No. 12.038

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE MOTORCYCLE TOURISM PROGRAM CENTRAL LUZON

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE MOTORCYCLE TOURISM PROGRAM CENTRAL LUZON (DAY TRIP)</p> <p>Indicative Date: Site Validation in January 2022* Tour implementation in February 2022* *Subject to change Route: Bulacan, Pampanga, Bataan Dinner Venue: Las Casa de Acuzar (tentative)</p> <p>The event to be participated by at least 250 riders and media is approximately 350-kilometer ride from Quezon City-Bataan and vice-versa. This will feature the following components:</p> <ul style="list-style-type: none"> • Fun ride following the ride routes and identified checkpoints with tourism interests • CSR activity (tree planting activity or coastal clean-up) • Riders' Night with Dinner <p>I. <u>SCOPE OF DELIVERABLES</u></p> <p>A. Date : last week of January 2022 or 1st week of February 2022 (subject to change of date)</p>	P1,000,000.00	P1,000,000.00

	<p>B. Route : Bulacan, Pampanga, Bataan Dinner venue: Las Casa de Acuzar (tentative)</p> <p>C. Food and beverages:</p> <ol style="list-style-type: none"> 1. Packed Breakfast, AM and PM snacks <ul style="list-style-type: none"> • Maximum of 250 pax inclusive of TPB Secretariat, Riders, Guests and Media Invitees • Finalize minimum meal guarantee of 150 pax and maximum guarantee of 10 days before the event • Provision of a support staff to supervise the meal distribution • Heavy sandwiches to be served for breakfast with drinks • AM/PM Snacks preferably native delicacies with drinks • Budget for breakfast is P300.00, AM and PM snacks is P350.00/snack/pax 2. Lunch <ul style="list-style-type: none"> • Set Meal menu with at least 2 viands (fish or pork or chicken or beef), dessert, rice, appetizer. Restaurants and menus subject for approval of TPB. • Budget is P600.00/pax 3. Dinner with Entertainment <ul style="list-style-type: none"> • Dinner Manage Buffet for at least 3 viands (fish or pork or chicken or beef), dessert, rice, appetizer and drinks. • Dinner Entertainment <ul style="list-style-type: none"> ○ inclusive of LED size 9 x 12 with sound system ○ Entertainment (local performer/s) • Budget is P1,000.00/pax • Menu to be approved TPB 		
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	<ul style="list-style-type: none"> • Can accommodate guests' dietary restrictions (Halal, vegetarians, diabetics, allergies, etc.) <p>D. Transportation for the Actual Ride Route: Metro Manila – Bulacan – Pampanga – Bataan and vice-versa</p> <ol style="list-style-type: none"> 1. Transportation Vehicle <ol style="list-style-type: none"> a. Two (2) units of vans for TPB Secretariat and Media Invitees b. Specification and deliverables <ul style="list-style-type: none"> ○ Air Conditioned, 10-seaters ○ Must be at least 2017 Model or newer ○ Inclusive of gasoline, Toll Fees, parking fees, overtime and meals and accommodation of the drivers <p>E. Site Validation and Coordination Meetings</p> <ol style="list-style-type: none"> 1. 1 Unit of Van <ul style="list-style-type: none"> ○ Air Conditioned, 6-seaters with enough leg room ○ Must be at least 2017 Model or newer ○ Inclusive of gasoline, Toll Fees, parking fees, overtime and meals and accommodation of a driver 2. Overnight Hotel Accommodation <ul style="list-style-type: none"> ○ Three (3) rooms (single or twin occupancy) with breakfast 3. Meals and coordination meetings not exceeding Php15,000.00. 4. Travel Insurance with COVID-19 coverage <p>F. All assigned personnel shall follow the health protocol provided by COVID-19</p>		
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	<p>Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and respective LGUs rules and regulations. RT PCR Testing for a maximum of 5 TPB personnel handling the event (if required).</p> <p>III. <u>QUALIFICATION OF BIDDER</u></p> <p>A. Must be duly registered with the Philippine Government Electronic Procurement System (PHILGEPS)</p> <p>B. Bidders must be in operation as a Tour Services Provider for at least three (3) years. Submit the SEC/DTI Registration.</p> <p>C. Must be a DOT Accredited tour operator/travel agency. Submit a copy of the accreditation certificate.</p> <p>D. Bidder must have had at least three (3) projects hosting similar tours.</p> <p>E. Key personnel (i.e. Project Manager, tour organizer/coordinator, technical support team, etc.) involved in the project must be qualified and fully vaccinated.</p> <p><i>*Any deviation/changes to be made or implemented in the deliverables listed in the scope of services will be subject to the approval of TPB as long as it is within the ABC</i></p> <p><i>**See the attached technical specifications</i></p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is P1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **27 December 2021 on or before 1200H**, 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. PhilGEPs Certificate
3. Omnibus Sworn Statement

4. Latest income tax return (ITR)
5. BIR Registration / TIN
6. Company Profile (for new bidder)

Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person:

MR. SOCRATES TORRES

soc_torres@tpb.gov.ph

Note: **All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.