

14 March 2022

REQUEST FOR QUOTATION (RFQ)

The **TOURISM PROMOTIONS BOARD (TPB)** invites you to submit quotations for the item/s listed below:

RFQ No. TPB-PR 2022.03.075

Requirement: Service Provider for the Conduct of the Pre-Tour Program for the Media Familiarization Tour in Manila for 21st WTTC Global Summit

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 lot	<p>Date of Pre-Tour : 17-18 April 2022 Destination : Manila Number of Pax : 30 foreign media and WTTC Liaison Officer</p> <p>Package Inclusions :</p> <ol style="list-style-type: none"> Hotel Accommodations Land Transfers Licensed Guides and interpreter (as needed) Provision of a Tour Coordinator Special Welcome Dinner in a Filipino Restaurant (40 pax) in BGC RT-PCR Test for 30pax, if needed Hygiene Kit upon arrival Pillow gift in coordination with hotel Comprehensive Travel Insurance for the duration of the trip with COVID-19 coverage Other incidental expenses that may be incurred <p>Other Requirements:</p> <ol style="list-style-type: none"> Cover all expenses related to the conduct of the tours, as stipulated in this Terms of Reference. Professional fees, meals, accommodations, Covid19 RT-PCR tests/border antigen tests, PPEs and other miscellaneous fees of drivers, tour guides, coordinator and assigned personnel. Assigned 	630,000.00	630,000.00

	<p>personnel must be fully vaccinated (vaccination cards / DOH vaccination certificates will be required). Copies of vaccination cards together with a negative RT-PCR test result should be submitted to the TPB at least 24 hours prior to the trip.</p> <ol style="list-style-type: none"> 3. Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier Payment must be made in accordance with prevailing accounting and auditing rules and regulations. 4. Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications 5. Provide an alternative itinerary, without cost to TPB, in case of rain, risk of typhoon, and other unforeseen or fortuitous events. <ul style="list-style-type: none"> • <i>Please accomplish attached Statement of Compliance to the Technical Specifications</i> • <i>Tour activities and/or schedules/dates are subject to change according to the recommendations of the WTTC 2021 Organizing Committee</i> <p>ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be a Filipino-owned, operated and legally registered DMC or Tour Operator under Philippine laws; 2. Must be a DOT accredited establishment and a TPB Member in good standing 3. Must be engaged in the travel and tour operator business specializing in handling Incentive Groups for at least five (5) years at the date and time of the Opening of Bids. 4. Must have a minimum of five (5) years’ experience in providing logistical requirements and tour operator service such as medium to large scale tours, events and similar activities. 5. Must have expertise in organizing and coordinating travel arrangements, specifically in Manila. 6. Must be able to provide DOT-accredited /licensed tour guides and interpreters. 7. Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications. 		
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	<p>8. 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 individual cost and actual number of participants, subject to minimum guarantee.</p> <p>TECHNICAL REQUIREMENTS</p> <ul style="list-style-type: none"> a. Articles of Incorporation and SEC, DTI, CDI, registration certificate, whichever is applicable b. Company Profile c. List of ongoing and completed government and private contract for the last five (5) years whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the project. d. DOT Certificate of Accreditation e. TPB Membership Certificate <p>LEGAL REQUIREMENTS</p> <ul style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. BIR Certificate of Registration 4. Omnibus Sworn Statement <p>Attachments:</p> <ul style="list-style-type: none"> 1. Terms of Reference 2. Statement of Compliance to the Technical Specifications 3. Revised Omnibus Sworn Statement <p>Note:</p> <ul style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP630,000.00 inclusive of applicable taxes		

Please submit your **quotation together with the technical and legal documents** enumerated above to email address *janet_villafranca@tpb.gov.ph* not later than **18 March 2022, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The **submission of the quotation and other documents shall be in one (1) compressed file folder, any submission not in this format will not be considered.** For easy identification of email, the subject shall be in this format: **WTTC Pre-Tour Manila_<Company Name>**

Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division
Administrative Department