

15 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 2022.03.076**

**Requirement: Service Provider for the Conduct of the Pre-Tour Program for the Media Familiarization Tour in Boracay for 21<sup>st</sup> WTTC Global Summit**

| Quantity | Particulars  | Estimated Unit Price (PhP) | Estimated Total Amount (PhP) |
|----------|--|----------------------------|------------------------------|
| 1 lot    | <p>Date of Pre-Tour : 18 - 20 April 2022<br/> Destination : Boracay<br/> Number of Pax : 15 foreign media + 2 Liaison Officers + Video/Photo documenter. <b>Total of 18-20 pax per destination package</b></p> <p>Package Inclusions :</p> <ol style="list-style-type: none"> <li>1. Round trip airfare</li> <li>2. Hotel Accommodations</li> <li>3. Meals (Lunch, Dinner, and snacks )</li> <li>4. Airport Transfers</li> <li>5. Land/Air/Sea transfers</li> <li>6. Luggage Tags</li> <li>7. Welcome Dinner Reception</li> <li>8. Watersports activities</li> <li>9. Licensed Guides and interpreter (as needed)</li> <li>10. Provision of a Tour Coordinator</li> <li>11. Arrangements for Coral Planting in Boracay</li> <li>12. Assistance in handling QR codes/health declaration of the destination (if required);</li> <li>13. Hygiene Kit upon arrival</li> <li>14. Daily Pillow gift in coordination with hotel</li> <li>15. RT-PCR Test for 30pax, RT-PCR tests before leaving Manila and upon arrival in Manila)</li> </ol> | 990,800.00                 | 990,800.00                   |

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|  | <p>16. Comprehensive Travel Insurance for the duration of the trip with COVID-19 coverage</p> <p>17. Other incidental expenses that may be incurred</p> <p>Other Requirements:</p> <p>18. Cover all expenses related to the conduct of the tours, as stipulated in this Terms of Reference.</p> <p>19. 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 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> <p>20. 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.</p> <p>21. Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications</p> <p>22. Provide an alternative itinerary, without cost to TPB, in case of rain, risk of typhoon, and other unforeseen or fortuitous events.</p> <p><i>23. Please accomplish attached Statement of Compliance to the Technical Specifications</i></p> <p><i>24. Tour activities and/or schedules/dates are subject to change according to the recommendations of the WTTC 2021 Organizing Committee</i></p> <p><b>ELIGIBILITY REQUIREMENTS</b></p> <p>25. Must be a Filipino-owned, operated and legally registered DMC or Tour Operator under Philippine laws;</p> <p>26. Must be a DOT accredited establishment and a TPB Member in good standing</p> <p>27. Must be engaged in the travel and tour operator business specializing in handling Incentive Groups</p> |  |  |
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for at least five (5) years at the date and time of the Opening of Bids.

28. 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.
29. Must have expertise in organizing and coordinating travel arrangements, specifically in Boracay.
30. Must be able to provide DOT-accredited /licensed tour guides and interpreters.
31. Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications.
32. 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.**

**TECHNICAL REQUIREMENTS**

- 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. Proof of working experience with indigenous communities in Boracay.
- e. DOT Certificate of Accreditation
- f. TPB Membership Certificate

**LEGAL REQUIREMENTS**

1. PhilGEPS Registration Certificate
2. Business/Mayor's permit
3. BIR Certificate of Registration
4. Omnibus Sworn Statement

**Attachments:**

1. Terms of Reference
2. Statement of Compliance to the Technical Specifications
3. Revised Omnibus Sworn Statement

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|          | <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol> |  |  |
| Terms    | As stated  |  |  |
| Delivery | As stated  |  |  |
| ABC      | PhP990,800.00 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 **22 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 Boracay\_<Company Name>**

Thank you very much.

**ELOISA A. ROMERO**

Head, Procurement and General Services Division  
Administrative Department