

REQUEST FOR QUOTATION

17 March 2022

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

Quotation No. TPB-PR.2022.03.085

PR No. 3.007

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE UK TRAVEL INFLUENCERS FAMILIARIZATION TRIP

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF A TOUR OPERATOR FOR THE UK TRAVEL INFLUENCERS FAMILIARIZATION TRIP</p> <p>Destination: Manila, Bacolod, Iloilo and Boracay Inclusive Dates: April 16-25, 2022 <i>*Indicative dates only and subject to change without prior notice</i> Number of pax: 7 pax + 1 TPB officer</p> <p>Scope of Service/ Inclusions:</p> <ul style="list-style-type: none"> • All land and ferry transfers of tour participants throughout the tour following the prescribed safety protocols and approved itinerary and possible detours and stops as may be requested. <ul style="list-style-type: none"> ➤ Land transfers: <ol style="list-style-type: none"> a) 2018 model or newer with drive inclusive of gas and parking fees b) Seating Capacity: maximum of four (4) persons plus luggage per unit/van c) Provide Pick-up and Drop-off of passengers <ul style="list-style-type: none"> ▪ Airport to Hotel ▪ Hotel to Airport ▪ Transport to, from, and around Kiangan and Banaue 	P996,000.00	P996,000.00

	<p>d) Inclusive of a licensed driver with uniform and company ID, fuel, driver's meals, applicable parking, toll fees, and overtime fees.</p> <p>e) Onboard comprehensive insurance</p> <p>f) Compliant with IATF Protocols</p> <p>➤ Ferry transfers: Inclusion of applicable fees and most accessible port</p> <p>▪ Regular fare air tickets (refundable, reroutable and rebookable) with 20 kgs allowance inclusive of the terminal and other applicable fees MNL – ENI – MNL for eight (8) pax</p> <p>▪ Room Accommodation, Deluxe/5-star category with breakfast based on Single Occupancy <i>*hotels/resorts are subject to the approval of TPB</i></p> <p>▪ Manila (1st Call) – 1 night</p> <ul style="list-style-type: none"> ○ Deluxe/5-star category with upscale facilities ○ Accessible to shopping, recreation, and attraction areas ○ Must be located in Manila, Makati or BGC ○ Preferred hotel/resorts include <i>Henry Hotel Manila, Conrad Hotel, Sofitel Manila</i> <p>▪ Kiangan – 3 nights</p> <ul style="list-style-type: none"> ○ Preferred homestay includes Ibulao Bed and Breakfast <p>▪ Manila or Makati City (2nd Call) – 2 nights</p> <ul style="list-style-type: none"> ○ Deluxe/5-star category with upscale facilities ○ Must be located in Makati or BGC; accessible to Resorts World Manila ○ Accessible to shopping, recreation, and attraction areas ○ Preferred hotels include <i>Fairmont Makati, Hyatt Manila</i> 		
--	---	--	--

	<ul style="list-style-type: none"> ▪ El Nido – 3 nights <ul style="list-style-type: none"> ○ Newly constructed or renovated in the past 5 years ○ Preferred resorts include Lio Beach Resorts preferably Huni Lio, Balai Adlao, Casa Kalaw, Cauayan Resort or El Nido Resorts among others ▪ Manila (4th Call) - Wash-up Room <ul style="list-style-type: none"> ○ Single occupancy ○ Deluxe / 5-Star Hotel Category ○ Must be located in Manila, Makati or BGC ○ Must be located near or highly accessible to the airport ○ Preferred hotel/resorts include <i>Marriott, Hilton, Conrad Hotel, Solaire, Fairmont</i> ▪ Full board meals throughout the trip <p><i>Note: meals should come with one (1) round of drinks (choice of bottled water, juice, or soft drinks) and one can or bottle of beer</i></p> <p><i>*Provide restaurant recommendations in destinations that are subject to approval of TPB</i></p> <ul style="list-style-type: none"> ○ Lunch: Nine (9) Lunches per person @ PhP1,000/pax ○ Dinner: Eight (8) Dinners per person @ PhP1,500/pax ○ Snacks: Nine (9) per person @ PhP300/pax ○ Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.) ○ Manila <ul style="list-style-type: none"> ○ Abe / Sentro ○ Purple Yam / Lechon Degustacion ○ Palacio de Memoria / Las Casas Filipinas de Acuzar ○ Apartment 1B ▪ Incentivized, interactive and experiential tours and activities preferred including but not limited to 		
--	--	--	--

	<ul style="list-style-type: none"> ▪ BANAUE <ul style="list-style-type: none"> ○ Banaue, Sagada and Bontoc Tour ○ Banaue Rice Terraces Trek and Village Tour ▪ KIANGAN <ul style="list-style-type: none"> ○ Kiangan City Tour ▪ EL NIDO <ul style="list-style-type: none"> ○ Island Hopping Tour ○ El Nido Town Tour ○ Water sports activities ▪ MANILA <ul style="list-style-type: none"> ○ Bambike tour in BGC ○ Half Day tour in Palacio de Memoria / Las Casas Filipinas de Acuzar ○ Old Manila Tour ▪ Provision of licensed DOT Accredited English-speaking Tour Guides <ul style="list-style-type: none"> ○ At least three (3) years experience ○ Must be fluent and conversant in English ○ Must have handled at least one foreign group or foreign diplomatic/dignitaries' group ○ Should have a strong sense of Philippine history, culture, art, tradition, and current events. ○ Must not be convicted or found guilty of a crime or administrative offense. ▪ Cold towels and bottled water onboard the vehicle ▪ Provision of an itinerary booklet (with details such as activities and what to wear) and Directory of Foreign Embassies, DOT Tourism Attachés, and TPB Officials to all participants. (Content and design subject to the approval of TPB) ▪ Provision of signages/banners (Design subject to the approval of TPB) 		
--	--	--	--

	<ul style="list-style-type: none"> ▪ Provision of hygiene kit to include at least a small bottle of alcohol, K95 masks throughout the trip, face shield (should it be required), wet wipes, tissue, vitamin C, sunscreen, mosquito repellent lotion ▪ First Aid Kit during tours and on vehicles (land/water transfer) with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, etc) ▪ Provision of raincoats and golf umbrellas in case of rain ▪ Inclusion of all entrance, environmental, and other applicable fees ▪ Provision of snorkeling equipment and other materials needed during activities ▪ Incidentals and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises worth PhP40,000.00 ▪ Provision of destination-based giveaways without showing tour operator's logo and for TPB's approval ▪ Comprehensive travel insurance with COVID coverage throughout the duration of the trip (including Manila part) ▪ RT-PCR or Antigen Tests should this be required and unless TPB may provide ▪ All assigned personnel of the service provider should have a negative RT-PCR Test taken at least 48 hours prior to tour c/o bidder. 		
--	--	--	--

	<ul style="list-style-type: none"> ▪ In compliance with the Technical Specifications, proposed itinerary, and additional requirements needed. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP996,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **24 March 2022 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.

1. Mayor's Permit/ License 2022
2. Income/Business Tax Return
3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Omnibus Sworn Statement

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 on your company letterhead.**
Price Validity shall be for a period of thirty (30) calendar days.