

Request for Quotation

April 26, 2022

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

Quotation No. TPB-PR_2022.04.136

PR No. 4.026

Requirements : Services of Tour Operator

Project: : 29th Travel and Tour Expo (TTE)

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)																	
Lot	<p>The TPB will require the services of a tour operator service provider for the logistical requirements of the TPB personnel. Prospective bidders may offer to bid given that the proposal does not exceed the provided Approved Budget for the Contract (ABC).</p> <p>SPECIFIC REQUIREMENTS</p> <p>A. Accommodation</p> <ul style="list-style-type: none"> Provide hotel accommodation (<i>triple sharing</i>) inclusive of <i>daily breakfast</i> on the following dates: <table border="1" data-bbox="300 1599 1077 2009"> <thead> <tr> <th></th> <th>Hotel must be located</th> <th>Number of Rooms</th> </tr> </thead> <tbody> <tr> <td>23 June 2022</td> <td rowspan="5">Within SM MOA Compound <i>*Business-scale accommodation</i></td> <td>3</td> </tr> <tr> <td>24 June 2022</td> <td>3</td> </tr> <tr> <td>25 June 2022</td> <td>3</td> </tr> <tr> <td>26 June 2022</td> <td>3</td> </tr> <tr> <td>27 June 2022</td> <td>Check-out</td> </tr> <tr> <td colspan="2">Total Room Nights</td> <td>12</td> </tr> </tbody> </table>		Hotel must be located	Number of Rooms	23 June 2022	Within SM MOA Compound <i>*Business-scale accommodation</i>	3	24 June 2022	3	25 June 2022	3	26 June 2022	3	27 June 2022	Check-out	Total Room Nights		12	268,000.00	268,000.00
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- Dates are subject to change
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.

B. Land Transportation

Date	Route	Number of Units
23 June 2022	With Metro Manila and *environs	2
24 June 2022		
25 June 2022		
26 June 2022		
27 June 2022		

**Environs (Cavite, Rizal, Bulacan, Laguna)*

- Dates are subject to change
- Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L
- Maximum use of 18 hours per day inclusive of overtime and driver's fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle

- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit and umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills, uniformed, presentable and well-trained
- Itinerary to be sent (subject to change without prior notice)

C. Catering Services

- Provide Catering Services for **40 persons** (lunch, AM snacks & PM snacks) during the opening of the event **(24 June 2022)**
- **For lunch:** to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert and beverage (soft drinks/juice)
- **For snacks:** to include at least three (3) types of canapés, one (1) savory snack with beverage (soft drinks/juice) each for AM and PM snacks
- Free flowing coffee, tea, and water (hot and cold) throughout the opening day
- Complete dining set-up
- Buffet table with linen and centerpiece
- Chairs with cover
- Uniformed staff
- Should be SMX accredited caterer
- Meals to be selected and approved by the TPB

Note: The event/ activity date is subject to change due to the uncertain situations and community restrictions brought about by the Covid-19 pandemic.

ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator or travel agency under Philippine laws for 5 years. Required to submit proof of registration either from SEC, DTI or CDA;
- Must have previously completed a minimum of 3 projects for the past 3 years’ in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2018 – 2021;
- Must be a TPB member. Required to submit valid TPB Membership Certificate

	<ul style="list-style-type: none"> • Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; • Must have cancellation/rescheduling and/or refund policies. 		
Terms	30 days upon receipt of invoice		
ABC	Php 268,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **May 11, 2022, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

(SGD)

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266

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.

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

1. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPS Certificate
6. Omnibus Sworn Statement (Revised)