

05 April 2022

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. **TPB-PR 2022.04.110**

Requirement: Supply and Delivery of Land Transportation Requirements for TPB Business Development Planning on 05-06 May 2022

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
4 units	<p>Van Requirements Date: 05-06 May 2022 Quantity/Vehicle Type: Four (4) Vans Capacity: 6 passengers per van</p> <p>Itinerary: Day 1 ETD from TPB Office: 7:30AM ETA at Venue: 8:00AM</p> <p>Day 2: ETD from Venue: 6:00PM ETA at TPB Office: 6:30PM</p> <p>Days 1 and 2</p> <ul style="list-style-type: none"> • Whole day rental of the vehicles within Metro Manila • Passengers' names and contact information to be provided by TPB • Van arrangements and itinerary to be arranged by the tour operator subject to approval of TPB <p>Technical Specifications <i>Please accomplish attached Statement of Compliance to the Technical Specifications</i></p>	64,000.00	64,000.00

ELIGIBILITY REQUIREMENTS

The Transportation/Tour Operator must be Filipino –owned, legally registered under the Philippine Laws, and must be in operation for the last three (3) years.

TECHNICAL REQUIREMENTS

1. Articles of Incorporation and SEC, DTI, CDI, registration certificate, whichever is applicable
2. Company Profile
3. List of ongoing and completed government and private contract for the **last three (3) 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.
4. DOT Accreditation
5. Certificate of Compliance to DOT New Normal Health and Guidelines for Tourist Land Transport Services
6. Certificate of Employment for all assigned drivers to indicate years of service in the company and/or Bio-data/Curriculum Vitae as proof of having at least three (3) years of experience as professional driver, be familiar with the major and minor routes in the areas within NCR and its environs

LEGAL REQUIREMENTS

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

Attachments:

- Technical Specifications
- Statement of Compliance to the Technical Specifications

Note:

- **All entries must be typewritten in your company letterhead.**
- **Price Validity shall be for a period of thirty (30) calendar days.**

	<ul style="list-style-type: none"> • Venue- Hotel or conference venue within Metro Manila only (TBA) • Van arrangements and itineraries from 04-06 May 2022 should be submitted to the Project Officer for review and approval <u>on or before 02 May 2022.</u> 		
Terms	As stated		
Delivery	As stated		
ABC	PhP64,000.00 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 **11 April 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: **Vans for Business Planning_<Company Name>**.

The BAC Secretariat requests to submit a hardcopy of the quotation following its digital submission at the address below:

**BAC Secretariat
Procurement and General Services Division
4/F, Legaspi Towers 300, Roxas Boulevard, Manila**

Thank you very much.


ELOISA A. ROMERO
 Head, Procurement and General Services Division
 Administrative Department