

Request for Quotation

June 21, 2022

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

Quotation No. TPB-PR_2022.06.204

PR No. 6.033

Requirements : Services of Tour Operator

Project: Philippine Tourism Influencers Program

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)															
	<p>TPB needs the services of an experienced tour operator or travel agent to provide the tour requirements as specified based on the four lots (4) lots below:</p> <table border="1" data-bbox="311 1321 1077 1400"> <thead> <tr> <th>(4D/3N)</th> <th>Details</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Php 983, 500.00</td> </tr> </tbody> </table> <table border="1" data-bbox="311 1478 1077 1948"> <tbody> <tr> <td> Lot 1: MASBATE 4D/3N September 1-4, 2022 <i>*indicative date</i> </td> <td> 3 Room Accommodation for five pax at a Business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy. </td> <td> Php214, 500.00 </td> </tr> <tr> <td></td> <td> Meals (Lunch/Dinner/snacks) @ Php1500 @ 7 pax for 4 days. </td> <td></td> </tr> <tr> <td></td> <td> Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) <ul style="list-style-type: none"> - Transfer in and out - Pick-up and drop-off of TPB personnel residence to airport. - Tour proper for 4 days </td> <td></td> </tr> </tbody> </table>	(4D/3N)	Details	ABC			Php 983, 500.00	Lot 1: MASBATE 4D/3N September 1-4, 2022 <i>*indicative date</i>	3 Room Accommodation for five pax at a Business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy.	Php214, 500.00		Meals (Lunch/Dinner/snacks) @ Php1500 @ 7 pax for 4 days.			Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) <ul style="list-style-type: none"> - Transfer in and out - Pick-up and drop-off of TPB personnel residence to airport. - Tour proper for 4 days 			983,500.00
(4D/3N)	Details	ABC																
		Php 983, 500.00																
Lot 1: MASBATE 4D/3N September 1-4, 2022 <i>*indicative date</i>	3 Room Accommodation for five pax at a Business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy.	Php214, 500.00																
	Meals (Lunch/Dinner/snacks) @ Php1500 @ 7 pax for 4 days.																	
	Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) <ul style="list-style-type: none"> - Transfer in and out - Pick-up and drop-off of TPB personnel residence to airport. - Tour proper for 4 days 																	

	Comprehensive Travel Insurance for 3 pax with COVID-19 coverage subject for TB's consultation and approval.	
	Domestic Air-ticket Manila Masbate Manila (Round trip) in case the flight was reroute Manila Legazpi with 20 kilos additional baggage allowance for three pax	
	Tours and activities including <ul style="list-style-type: none"> ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) 	
	Coordination Meeting with Local Tourism stakeholders	
Lot 2: July 27-30, 2022 Nueva Vizcaya- Quirino 4D/3N *Indicative date	Room Accommodation for five pax at a Business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy.	Php199, 500.00
	Meals (Lunch/Dinner/snacks) @ Php1500 @ 7 pax for 4 days.	
	Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) <ul style="list-style-type: none"> - Transfer in and out - Pick-up and drop-off of TPB personnel residence to airport. Tour proper	
	Comprehensive Travel Insurance with COVID-19 coverage subject for TPB's consultation and approval.	
	Domestic Air-ticket Manila to San Jose (RT) / Manila to Cebu (RT) with 20 kilos additional baggage allowance for three pax	
	Tours and activities including <ul style="list-style-type: none"> ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)	
	Coordination Meeting with Local Tourism stakeholders	

Lot 3: July 15-18, 2022 Davao Del Sur and Davao City, 4D/3N *Indicative dates	Room Accommodation for five pax at a Business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy. *Including DOT Representatives	Php214, 500.00
	Meals (Lunch/Dinner/snacks) @ Php1500 @ 7 pax for 4 days.	
	Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) - Transfer in and out - Pick-up and drop-off of TPB personnel residence to airport. Tour proper	
	Comprehensive Travel Insurance with COVID-19 coverage subject for TPB's approval.	
	Domestic Air-ticket Manila to Zamboanga Round Trip with 20 kilos additional baggage allowance for three pax	
	Tours and activities including ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)	Subject to change
	▪ Coordination Meeting with Local Tourism stakeholders	
Lot 4: October 5-8, 2022 CDO-Marawi City-Iligan City-Cotabato City-Tawi- Tawi 4D/3N *Indicative dates	Room Accommodation for five pax at a Business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy. ▪ *Including DOT Representatives	Php355, 000.00
	▪ Meals (Lunch/Dinner/snacks) @ Php1500 @ 7 pax for 4 days.	
	Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) - Transfer in and out - Pick-up and drop-off of TPB personnel residence to airport. ▪ Tour proper	

	<ul style="list-style-type: none"> ▪ Comprehensive Travel Insurance with COVID-19 coverage subject for TPB's approval. 	
	<p>Domestic Air-ticket</p> <ul style="list-style-type: none"> ▪ Manila to CDO to Cotabato City to Tawi-Tawi round with 20 kilos additional baggage allowance for three pax 	
	<p>Tours and activities including</p> <ul style="list-style-type: none"> ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) 	Subject to change
	<ul style="list-style-type: none"> ▪ Coordination Meeting with Local Tourism stakeholders 	

GENERAL INCLUSIONS

1. Assistance in preparing/securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
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. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.
5. **Tour activities and/or schedules/dates may still be changed** according to the recommendations of the DOT Regional Office involved and local IATF orders.

QUALIFICATIONS OF BIDDERS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. Engaged in the travel and tour operator business for at least three (3) years at the date and time of the opening of bids;
3. Must have a minimum of 3 years' experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes;
4. Must have expertise in organizing and coordinating travel arrangements, depending on the lot being bid for;

ADDITIONAL TECHNICAL REQUIREMENTS

The following additional technical requirements must be submitted together with the proposal.

1. 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 actual cost per pax**.
2. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal)
3. Preferably TPB Member
4. List of ongoing and completed tours conducted in the past three (3) years.
5. Provide an alternative itinerary in case of rain, risk of a typhoon, and other unforeseen or fortuitous events subject to the approval of TPB

TERMS OF PAYMENT			
Send the bill to the Tourism Promotions Board after the completion of services			
LOT NO.	DESTINATION/S	AMOUNT	Remarks
1	Masbate	Php214,500	Inclusive of all applicable tax and fees
2	Nueva Vizcaya – Quirino	Php199,500	
3	Davao Del Sur & City	Php214,500	
4	CDO-Marawi City-Iligan-Cotabato-Tawi-Tawi	Php355,000.00	
	TOTAL	Php983,500.00	
<i>Note: The bidder should have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the supplier.</i>			
Terms	30 days upon receipt of invoice		
ABC	Php983,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **June 27, 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)