

REQUEST FOR QUOTATION

17 June 2022

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

Quotation No. TPB-PR.2022.06.199

PR No. 6.024

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR CHEF HIROYASU KAWATE CULINARY INVITATIONAL TOUR

| Quantity | Particulars | Estimated Unit Price | Estimated Total Amount |
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| 1 LOT | <p>SERVICES OF A TOUR OPERATOR FOR CHEF HIROYASU KAWATE CULINARY INVITATIONAL TOUR</p> <p>SCOPE OF WORK</p> <p>Date: 22 – 26 August 2022 (indicative dates) Venue: Bohol and Manila Total No. of Participants: 8 pax *including (1) TPB Officer</p> <p>I. AIR TICKETS</p> <p>A. Roundtrip International airline tickets (HANEDA-MANILA-HANEDA) via NH 869 – business class, re-bookable, re-routable with 20 kilos baggage allowance for 3 pax</p> <p>B. Roundtrip International airline tickets (HANEDA-MANILA-HANEDA) via NH 869 – regular economy, re-bookable, re-routable with 20 kilos baggage allowance for 2 pax</p> <p>C. Roundtrip Domestic airline tickets (MNL-TAG) via 5J 687 and (TAG-MNL) via PR 2778 – regular economy, re-bookable, re-routable with 20 kilos baggage allowance for 8 pax</p> | PhP997,000.00 | PhP997,000.00 |

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| | <p>II. TRANSPORTATION</p> <p>D. Land transportation with driver for the whole duration of the trip inclusive of the following requirements: Type of Transportation (in Bohol and Manila):</p> <ol style="list-style-type: none"> 1. One (1) coaster or Three (3) vans; 2. One (1) additional van for luggage (inclusive of driver and gas) <p>III.INSURANCE</p> <p>E. Comprehensive travel insurance for 8 pax (guests, TPB, and DOT representatives) with medical coverage for COVID-19</p> <p>IV. ACCOMMODATION</p> <p>F. Room Accommodation Provision of 8 rooms based on single occupancy in a business room category or its equivalent room category with breakfast</p> <ol style="list-style-type: none"> 1. <i>Bohol leg:</i> Check-in dates: 22-24 August 2022 Room nights: 2 nights Preferred hotel: Bohol Beach Club 2. <i>Manila leg:</i> Check-in dates: 24-26 August 2022 Room nights: 2 nights Preferred hotel: Hotel Okura Manila <p>V. MEALS</p> <p>G. Meals and beverages for the whole duration of the trip 8 pax: Lunch and dinner throughout the duration of the trip with one round of drinks (choice of bottled water, juice or soft drinks, and one can or bottle of beer)</p> <ol style="list-style-type: none"> a. Four (4) Lunch with at least PhP46,800.00 (PhP1,300/pax/meal) | | |
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| | <p>b. Four (4) Dinner with at least Php61,200.00 (Php1,700/pax/meal)</p> <p>VI. TOURS</p> <p>H. Interactive/experiential/culinary tours and activities preferred for 8 pax (see attached itinerary)</p> <p>I. Incentivized tour kit/travel necessities per pax – surgical masks (at least 2 per day), tissue, disinfectant wipes, hand sanitizer/alcohol (at least 70% alcohol solution), mints, mosquito repellent, towel, reusable tumbler (at least 24 oz.)</p> <p>J. Banners (for group picture) and appropriate signage, design/specs subject to TPB’s approval</p> <p>VII. VIDEOGRAPHER AND COORDINATOR</p> <p>K. Provision of 1 videographer to cover the tour and to provide a consolidated output of videos stored in a USB drive and via Google drive to be submitted to TPB representative on the last day of the tour (subject to the approval of TPB Project Officer)</p> <p>L. Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all other matters required for the smooth implementation of the tour</p> <p>VIII. TOUR GUIDE</p> <p>M. Licensed DOT-accredited Japanese-speaking Tour Guide familiar with the destination, must be fluent and conversant in Japanese and English and have a strong sense of Philippine history, culture,</p> | | |
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| | <p>tradition, art as well as current events. Must have handled at least (1) foreign tour group.</p> <p>One (1) Japanese-speaking tour guide based in each destination (Bohol and Manila)</p> <p>IX. MISCELLANEOUS EXPENSES</p> <p>N. RT-PCR (COVID-19 test) or Antigen test for 8 pax as may be required by the LGU</p> <p>O. Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.)</p> <p>P. Provision for on-site related expenses amounting to at least PhP20,000.00</p> <p>First Aid Kit on board the tour vehicle/s with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>ADDITIONAL TECHNICAL REQUIREMENTS The following additional technical requirements must be submitted together with the proposal:</p> <ol style="list-style-type: none"> 1. Submit a certificate of undertaking that the tour Operator Company or travel agency concerned has free cancellation, rebooking, transferable or refundable policies. 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). | | |
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| | <p>3. A list of ongoing and completed tours conducted in the past three (3) years including international groups.</p> <p>4. Provide an alternative itinerary, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.</p> <p><i>*Attached are the Technical Specifications and Itinerary*</i></p> | | |
| Terms | 30 days upon receipt of invoice | | |
| ABC | Approved Budget for Contract (ABC) is PhP997,000.00 inclusive of all applicable taxes | | |

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **23 June 2022 on or before 1200H**, 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.