

## REQUEST FOR QUOTATION

22 July 2022

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

**Quotation No.** TPB-PR.2022.07.236  
**PR No.** 7.026

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TPB'S PARTICIPATION IN THE 33RD PHILIPPINE TRAVEL MART (PTM)**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																	
1 LOT	<p><b>SERVICES OF A TOUR OPERATOR FOR THE TPB’S PARTICIPATION IN THE 33RD PHILIPPINE TRAVEL MART (PTM)</b></p> <ul style="list-style-type: none"><li>● <b><u>Accommodation</u></b></li><li>● Provide hotel accommodation <b><i>(twin sharing)</i></b> inclusive of <b><i>daily breakfast</i></b> on the following dates:</li></ul> <table><tr><th>Indicative Dates</th><th>Hotel Location</th><th>Number of Rooms</th></tr><tr><td>29 September 2022</td><td rowspan="5">Within SM MOA Compound <i>*Business-scale accommodation</i></td><td>4</td></tr><tr><td>30 September 2022</td><td>4</td></tr><tr><td>01 October 2022</td><td>4</td></tr><tr><td>02 October 2022</td><td>4</td></tr><tr><td>03 October 2022</td><td>Check-out</td></tr><tr><td colspan="2"><b>Total Room Nights</b></td><td>16</td></tr></table> <ul style="list-style-type: none"><li>● Dates are subject to change</li><li>● Accommodation establishment must have been issued a DOT Certificate of Authority to Operate prior to its operation</li><li>● Total cost of accommodation should be based on actual room expenses.</li></ul>	Indicative Dates	Hotel Location	Number of Rooms	29 September 2022	Within SM MOA Compound <i>*Business-scale accommodation</i>	4	30 September 2022	4	01 October 2022	4	02 October 2022	4	03 October 2022	Check-out	<b>Total Room Nights</b>		16	PhP211,000.00	PhP211,000.00
Indicative Dates	Hotel Location	Number of Rooms																		
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<b>Total Room Nights</b>		16																		

	<ul style="list-style-type: none"><li>Secured sponsorships or discounted rates should be deducted from the total expense</li><li>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.</li><li><b><u>Land Transportation</u></b></li></ul> <table><tr><th>Indicative Dates</th><th>Route</th><th>Number of Units</th></tr><tr><td>29 September 2022</td><td rowspan="4">Within Metro Manila</td><td rowspan="4">1</td></tr><tr><td>30 September 2022</td></tr><tr><td>01 October 2022</td></tr><tr><td>02 October 2022</td></tr><tr><td>03 October 2022</td><td>Within Metro Manila and its environs*</td><td>1</td></tr></table> <p><i>*Environs (Cavite, Rizal, Bulacan, Laguna)</i></p> <ul style="list-style-type: none"><li>Dates are subject to change</li><li>Van unit year model must be at least 2018; all maintenance costs, gasoline, lubricant, other consumable costs, 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 is at least 2.5 to 3.5L</li><li>Maximum use of 18 hours per day inclusive of overtime and driver's fee and overtime</li><li>Includes third-party liability insurance</li><li>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</li><li>Comply with IATF protocols/ guidelines on safety, capacity, and coverage; daily disinfection of vehicle</li></ul>	Indicative Dates	Route	Number of Units	29 September 2022	Within Metro Manila	1	30 September 2022	01 October 2022	02 October 2022	03 October 2022	Within Metro Manila and its environs*	1		
Indicative Dates	Route	Number of Units													
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	<ul style="list-style-type: none"> <li>• With the daily provision of wet tissues, alcohol, mineral water, mint</li> <li>• First Aid kit and umbrella on board</li> <li>• Equipped with GPS or Waze</li> <li>• Driver should have strong navigation skills, uniform, presentable and well-trained</li> <li>• Itinerary to be sent (subject to change with prior notice)</li> <li>• <b><u>Catering Services</u></b></li> <li>• Provide Catering Services for <b><u>50 persons</u></b> (lunch) during the opening of the event (30 September 2022)</li> <li>• To include one (1) vegetable dish, two (2) meat dishes (beef/chicken), soup, rice, dessert, and beverage (soft drinks/juice)</li> <li>• Free flowing coffee, tea, and water (hot and cold) throughout the opening day</li> <li>• Complete dining set-up</li> <li>• Buffet table with linen and centerpiece</li> <li>• Chairs with cover</li> <li>• Uniformed staff</li> <li>• Should be an SMX-accredited caterer</li> <li>• Menu to be selected and approved by the TPB</li> </ul> <p><b>TECHNICAL AND ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. DOT Certificate of Accreditation</li> <li>3. Submit a list of a minimum of 3 projects completed in the past 3 years providing/servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations.</li> <li>4. Preferably a TPB member with a valid TPB Membership Certificate</li> <li>5. Submit a Certification allowing cancellation, rebooking, or refunds without any charges incurred to TPB for</li> </ol>		
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	<p>changes due to unforeseen circumstances.</p> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. BIR Certificate of Registration</li> <li>4. Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Itinerary of the Project</li> <li>3. Statement of Compliance to the Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP211,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **29 July 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.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.

  
**ROSELLE D. ROMERO**

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**(MISS) GENESIS WEIYN B. LEE**  
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