

REQUEST FOR QUOTATION

28 July 2022

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

Quotation No. TPB-PR.2022.07.242

PR No. 7.062

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF DESTINATION BRANDING AND MARKETING TRAINING

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount				
1 LOT	<p>CONDUCT OF DESTINATION BRANDING AND MARKETING TRAINING OON 25-28 SEPTEMBER 2022 MARINDUQUE</p> <p><i>**Dates subject to change without prior notice</i></p> <table border="1"> <tr> <td> <p>Accommodation</p> </td> <td> <ul style="list-style-type: none"> • 2 twin sharing room, 1 single room • 4D/3N with daily breakfast • Must be a business-type of hotel located in Boac, Marinduque </td> </tr> <tr> <td> <p>Land Transportation</p> <p>02 Sept San Juan City Quezon City Pasay City Las Pinas Cavite Lucena (Dalahican Port) – Marinduque</p> <p>03 Sept Around Marinduque</p> <p>04 Sept</p> </td> <td> <ul style="list-style-type: none"> • One (1) unit of van model must be at least 2016 or not more than 5-years old; Adequate to transport 4 – 6 persons with luggage and driver • Inclusive of fuel, driver, toll, parking, RORO fees for the van and passengers, and other related expenses • Inclusive of driver accommodation, meals and other expenses • Maximum use of 15 hours per day inclusive of overtime and driver’s overtime, accommodation and meals </td> </tr> </table>	<p>Accommodation</p>	<ul style="list-style-type: none"> • 2 twin sharing room, 1 single room • 4D/3N with daily breakfast • Must be a business-type of hotel located in Boac, Marinduque 	<p>Land Transportation</p> <p>02 Sept San Juan City Quezon City Pasay City Las Pinas Cavite Lucena (Dalahican Port) – Marinduque</p> <p>03 Sept Around Marinduque</p> <p>04 Sept</p>	<ul style="list-style-type: none"> • One (1) unit of van model must be at least 2016 or not more than 5-years old; Adequate to transport 4 – 6 persons with luggage and driver • Inclusive of fuel, driver, toll, parking, RORO fees for the van and passengers, and other related expenses • Inclusive of driver accommodation, meals and other expenses • Maximum use of 15 hours per day inclusive of overtime and driver’s overtime, accommodation and meals 	PhP496,300.00	PhP496,300.00
<p>Accommodation</p>	<ul style="list-style-type: none"> • 2 twin sharing room, 1 single room • 4D/3N with daily breakfast • Must be a business-type of hotel located in Boac, Marinduque 						
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	<p>Around Marinduque</p> <p>05 Sept Marinduque – Lucena (Dalahican Port) Cavite Pasay City Las Pinas Quezon City San Juan City</p> <p><i>**Subject to change without prior notice</i></p>	<ul style="list-style-type: none"> • Includes third-party liability insurance • First Aid kit on board • Provision of umbrella on board • Equipped with GPS or Waze and charge units for phones • Driver should have strong navigation skills • Draft itinerary provided (subject to change without prior notice) • Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour 		
	<p>Meals</p> <p>02 Sept – Breakfast, Lunch, Dinner, PM Snacks (4 pax)</p> <p>03 Sept – Dinner (4 pax)</p> <p>04 Sept – Dinner (4 pax)</p> <p>05 Sept – Lunch, Dinner, AM/PM Snacks (4 pax)</p>	<ul style="list-style-type: none"> • Meal requirement per day as indicated with one (1) round of drinks (choice of choice of bottled water, juice or soft drinks) worth PhP2,000.00 per person per day (02 and 05 September 2022) and PhP600.00 per person per day (03-04 September 2022). Meals are subject to approval of the TPB. 		
	<p>Event Proper Logistics (26-27 September 2022)</p>	<ul style="list-style-type: none"> • Provision of venue with basic sound system, white screen and projector for 2 days. Should be with access to internet connection in a business-type hotel located in within Boac, Marinduque • Venue should comfortably accommodate 45-50 pax in a classroom set-up • Provision of AM Snacks, Lunch, and PM Snacks for 45 pax for 2 days. Should 		

		<p>include one (1) round of drinks per meal with free-flowing coffee and tea each day</p> <ul style="list-style-type: none"> • Meals are subject to approval of the TPB 			
		<p>Speaker's Honorarium Fees and materials</p>	<ul style="list-style-type: none"> • Provision of speaker's honorarium fee amounting to PhP 45,000.00 for 2-day speaking engagement • Provision of prizes for icebreaker activities • Provision of printing of materials, pentel pens, pencils, Manila papers, bond papers and other supplies 		
		<p>Training Kit/Materials and Souvenirs</p>	<ul style="list-style-type: none"> • Printing of training certificates. Template of certificate to be provided by the TPB • Provision of training kit (notebook, ballpen, catcha bag and other training supplies) for 45 pax • Provision of event souvenir for 45 pax • Should include 5 sets of event souvenir, kits, etc., as buffer • Training kit/materials and souvenirs are subject to the approval of the TPB 		
		<p>Photo/Video Coverage</p>	<ul style="list-style-type: none"> • Program photo and video coverage for two (2) days with the following output: <ul style="list-style-type: none"> ✓ 150 color-enhanced photos ✓ 4-6 minutes event highlight video ✓ Submission of raw videos and photos ✓ Must be submitted in a hard drive 		

	<ul style="list-style-type: none"> • Photographer/videographer should be based in Marinduque • Team should be composed of 1 photographer, 2 videographer/editor. Must have serviced corporate photo/video coverage in the past 3 years. Required to submit portfolio. 		
Provision of Load Card	<ul style="list-style-type: none"> • Two (2) PhP 500.00 load cards for TPB personnel 		
On-site related expense	<ul style="list-style-type: none"> • Provision of incidental and other miscellaneous expenses amounting to PhP25,000.00 (additional participants, equipment rental, wifi connection/upgrade, coordination meetings and other expenses) 		
TECHNICAL AND ELIGIBILITY REQUIREMENTS			
<ol style="list-style-type: none"> 1. Company Profile 2. SEC or DTI Certificate 3. DOT Certificate of Accreditation 4. TPB Certificate of Membership 5. Notarized certificate of undertaking that the tour operator company or travel agency concerned has free cancellation, rebooking, transferable or refundable policies. 6. List of completed projects at least three (3) years with projects hosting similar projects/services. Submit the issuance of a Notice of Award (NOA) or Notice to Proceed (NTP) 			
LEGAL REQUIREMENTS			
<ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor’s permit 3. BIR Certificate of Registration 4. Omnibus Sworn Statement 			
Attachments:			
<ol style="list-style-type: none"> 1. Technical Specifications 			

	<p>2. Statement of Compliance to the Technical Specifications</p> <p>Note:</p> <p>1. All entries must be typewritten on your company letterhead.</p> <p>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP496,300.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **04 August 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

(MISS) GENESIS WEIYN B. LEE

Contact No.

(8) 525-7312 local 266