

REQUEST FOR QUOTATION

05 September 2022 2022

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

Quotation No. TPB-PR.2022.09.282

PR No. 8.038

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF TPB/DOT KOREA – SERIES OF TRAVEL TRADE AND MEDIA FAMILIARIZATION TOUR

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF TPB/DOT KOREA – SERIES OF TRAVEL TRADE AND MEDIA FAMILIARIZATION TOUR</p> <p>MANILA AND ENVIRONS Indicative dates: September 20-24, 2022</p> <p>I. <u>NUMBER OF PARTICIPANTS:</u> 8 pax (inclusive of five (5) guests, two (2) TPB, and one (1) DOT staff - breakdown subject to change</p> <p>II. <u>MINIMUM PAX GUARANTEE:</u> 5 pax per module</p> <p>For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.</p> <p>III. <u>SCOPE OF DELIVERABLES</u></p> <p>1. TRANSPORTATION Provision of transportation with driver for the whole duration of the trip inclusive of the following requirements:</p>	PhP997,040.00	PhP997,040.00

	<ul style="list-style-type: none"> • Pick-up point: Assigned airport • Drop-off point and luggage transfer: Assigned airport • Type of transportation: <ul style="list-style-type: none"> - 1 unit of Coaster and 1 luggage van for the whole duration of the trip <p>*Vehicle seating capacity to allow physical distancing</p> <ul style="list-style-type: none"> • Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles • Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicles; Ensure clean and tidy vehicles at all times. • Vehicle year model must be at least 2018 or newer; should the van develop any mechanical fault in transit, the tour operator must find a replacement within one hour. • Must have rebooking or transferable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or other concerned agencies. • Must be equipped <ul style="list-style-type: none"> - Climate control or air-conditioning, PA system, and CCTVs (for buses and coasters) - On-board travel insurance and third-party liability insurance - With universal van sliding windows and safety belts for all seats - GPS or Waze and charge units for phones - With available first-aid kit on-board - With the provision of wet tissue, alcohol, mineral water, mints • Maximum use 15 hours per day inclusive of overtime and driver's fee • Necessary expenses to cover all expenses including driver's fee, as well as his food, RT-PCR/border antigen tests, PPEs, and 		
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	<p>other miscellaneous costs, 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.</p> <ul style="list-style-type: none"> • Driver should have strong navigation skills, be uniform, presentable, and experienced in interacting with guests <p>2. COMPREHENSIVE TRAVEL INSURANCE WITH COVID-19 COVERAGE</p> <p>Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 8 pax</p> <p>3. ACCOMMODATION</p> <p>Provision of 6 rooms based on single occupancy and 1 twin room in a business room category or its equivalent room category with breakfast</p> <p>Check-in date: 20 September 2022 Check-out date: 24 September 2022 Room nights: 4 nights Preferred hotel: Okada Manila</p> <p>4. MEALS AND BEVERAGE</p> <p>Provision of Meals and beverages for 8 pax</p> <ul style="list-style-type: none"> • Lunch, snacks, and dinner throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks) with the breakdown as follows: <ul style="list-style-type: none"> a. Snacks on-site and on-board @ PhP500/pax b. Lunch @ PhP1200/pax c. Dinner @ PhP2000/pax <p><i>Note: Meals are subject to the approval of the TPB Representative.</i></p>		
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	<p>5. ITINERARY Provision of Interactive / Experiential Tours and activities for 8 pax (refer to the attached itinerary)</p> <p>The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols set by the IATF and the local government unit (overseeing the destination).</p> <p>6. TOUR KITS Provision of Incentivized tour kits for 8 pax to include the following:</p> <ul style="list-style-type: none"> • Hygienic Kits in reusable drawstring pouches or sustainable packaging with Philippine branding. <ul style="list-style-type: none"> - Two (2) pieces of individually-wrapped disposable KN-95 masks per day for 4 days and a lanyard - One (1) pack of facial tissue (handy pack, 2 plies, minimum 40 pulls each) - One (1) pack of wet wipes (handy pack, 25 sheets, biodegradable bamboo fiber material) - 50ml. of 70% isopropyl alcohol (in a spray bottle) or natural hand sanitizer - Disinfectant wipes - Mints - Mosquito repellent, - Disposable hooded emergency raincoat • Personal Health Kit Provision of Personal Health Kit / First Aid Kit with basic medicines for 8 pax to include at least 6 pieces of the following medicines <ul style="list-style-type: none"> - antacid for upset stomach - paracetamol for headache and fever - antihistamine for allergies - Loperamide for diarrhea - meclizine hydrochloride motion sickness - ibuprofen for pain reliever 		
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	<ul style="list-style-type: none"> • Others - One (1) 500ml reusable water tumbler per tour participant. The winning bidder is enjoined to remind participants to refill the water tumblers in refilling stations (e.g., hotels/resorts) during tours. - One (1) piece sun visor/hat - Cold towels - Customized luggage tags <p><i>Note: Destination luggage tag design is subject to the approval of TPB</i></p> <ul style="list-style-type: none"> - Two (2) packs (100 mg) hand-carry Philippine food biscuits/delicacy - Ten (10) pieces of fruit-flavored candies - The provision of peanuts is not allowed <p>7. CURATED DESTINATION-BASED GIVEAWAYS</p> <p>Provision of curated destination-based and sustainable giveaways for 8 pax @ PhP 1,500.00 each</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> ✓ <i>Placing of tour operator/supplier logo is not allowed</i> ✓ <i>Proposed giveaways and designs are subject to TPB's approval</i> <p>8. TOUR SIGNAGES AND BANNER</p> <ul style="list-style-type: none"> • The winning bidder shall provide bus banners, number signage (inside the vehicles), identifiers for the delegates, lollipop signage for tour guides, table nameplates/place cards for the coordinators and tour committee members upon claiming the identifier • Provision of tour banner for group picture) and appropriate signage, design/specs subject to TPB's approval 		
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	<p>9. SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDES</p> <p>Provision of a licensed DOT Accredited English/Korean Speaking Tour Guide or Korean Translator with the following additional qualifications:</p> <ul style="list-style-type: none"> - Must be an expert or familiar with the destinations - Must be fluent and conversant in English and Korean - Must have an in-depth knowledge of Philippine history, culture, tradition, art, and current events - All tour guides running the same tour itinerary should have a common, pre-prepared tour guiding spiel to ensure that all information provided to the delegates are accurate and relevant. The spiels should be screened and approved by the TPB. <p>10. PROVISION OF RT-PCR OR ANTIGEN TEST as may be required by the LGU for the 8 participants and RTPCR TEST 48 HOURS prior to their scheduled flight to Korea for 6 pax</p> <p>11. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES Provision of budget to cover expenses for a sampling of local delicacies and other related on-site expenses for 8 pax worth Php 5,000.00</p> <p>12. TOUR DOCUMENTATION AND TERMINAL REPORT</p> <ul style="list-style-type: none"> • The winning bidder shall document the actual conduct of the hosted tour through photos and videos. This shall form part of supporting documents to be submitted to TPB for processing of payment. 		
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	<ul style="list-style-type: none"> • Provision of one (1) videographer/photographer and one (1) tour coordinator to cover the tour per module and to provide a consolidated output stored in a USB drive to be submitted to the TPB representative. • A 3-minutes Same Day Edit (SDE) video will be submitted to the project officer for showing during dinner/last activity during the tour, whenever applicable. Length of video shall be discussed and agreed upon by the winning bidder and the TPB. (Subject to TPB's revision. Maximum of 2 revisions) • A post-event report shall also be prepared by the winning bidder which shall include among others, photos and videos. The report shall be submitted together with the Billing Statement and all the other supporting documents. <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DOT Certificate of Accreditation 3. SEC/DTI Certificate 4. submit a list of completed projects from 2018 – 2020 5. Submit a notarized certificate of undertaking that the tour Operator Company or travel agency concerned has free cancellation, rebooking, transferable or refundable policies. 6. Submit a budget bid proposal <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Omnibus Sworn Statement 		
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	Attachments: <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance to the Technical Specifications 3. Itinerary of Travel Note: <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP997,040.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **09 September 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.

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