

## REQUEST FOR QUOTATION

10 October 2022

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

**Quotation No.** TPB-PR.2022.10.332

**PR No.** 9.028

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE UK TRAVEL MEDIA AND INFLUENCERS FAMILIARIZATION TRIP**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SERVICES OF A TOUR OPERATOR FOR THE UK TRAVEL MEDIA AND INFLUENCERS FAMILIARIZATION TRIP</b></p> <p><b>Indicative Date:</b> November 26 – December 04, 2022</p> <p><b>Destinations:</b> Manila, Tagaytay/Batangas and Bicol</p> <p><b>Number of pax:</b> 9 pax (7 pax + 1 DOT-UK officer + 1 TPB officer)</p> <p><b>SCOPE OF WORK/SERVICES</b></p> <ul style="list-style-type: none"> <li>▪ All land and ferry transfers of tour participants throughout the tour following the prescribed safety protocols and approved itinerary and possible detours and stops as may be requested.</li> <li>▪ Land transfers: 2018 model or newer with drive inclusive of gas and parking fees</li> <li>▪ Provide Pick-up and Drop-off of passengers <ul style="list-style-type: none"> <li>▪ Airport/ Ferry Ports to Hotel</li> <li>▪ Hotel to Airport / Ferry Ports</li> <li>▪ Transport to, from and around Manila, Tagaytay and Bicol</li> </ul> </li> <li>▪ Inclusive of licensed driver with uniform and company ID, fuel, driver's meals, applicable parking, toll fees, and overtime fees.</li> </ul>	PhP999,750.00	PhP999,750.00

	<ul style="list-style-type: none"> <li>▪ Onboard comprehensive insurance</li> <li>▪ Compliant with IATF Protocols</li> <li>▪ Ferry transfers: Inclusion of applicable fees and most accessible port</li> <li>▪ Round trip air tickets (refundable, reroutable and rebookable) with minimum of 20 kgs inclusive of terminal and other applicable fees <ul style="list-style-type: none"> <li>▪ Manila – Legaspi (PR 2923)</li> <li>▪ Naga – Manila (DG 6114)</li> </ul> </li> <li>▪ DOT Accredited Room Accommodation, Deluxe category with breakfast based on Single Occupancy</li> </ul> <p><i>*hotels/resorts are subject to approval of TPB</i></p> <ul style="list-style-type: none"> <li>▪ Tagaytay – 3 nights <ul style="list-style-type: none"> <li>▪ Must be a wellness resort featuring organic food and therapeutic Filipino spa treatments and showcases Filipino architecture</li> <li>▪ Preferred accommodation: Nurture Wellness Resort</li> </ul> </li> <li>▪ Manila – 1 night <ul style="list-style-type: none"> <li>▪ Must be located in Manila <i>close proximity to Newport World of Resorts</i></li> <li>▪ Luxury hotel with upscale facilities;</li> <li>▪ Accessible to shopping, recreation and attraction areas</li> <li>▪ <i>Preferred hotel/resorts include Henry Hotel Manila, Conrad Hotel, Hilton Manila</i></li> </ul> </li> <li>▪ Albay – 3 nights <ul style="list-style-type: none"> <li>▪ 1 night – city <ul style="list-style-type: none"> <li>• Grand heritage house featuring Philippine architecture and serves food with fresh produce</li> </ul> </li> <li>▪ 2 nights – resort <ul style="list-style-type: none"> <li>• Upscale island resort featuring water sports activities</li> </ul> </li> </ul> </li> <li>▪ Naga – 1 night <ul style="list-style-type: none"> <li>▪ City accommodation in close proximity to the area's attractions</li> </ul> </li> <li>▪ Manila – To freshen up</li> </ul>		
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	<ul style="list-style-type: none"> <li>▪ Must be located in Manila close proximity to airport</li> <li>▪ Full board meals throughout the trip  <b>Note:</b> <i>meals should come with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</i>  <i>*provide restaurant recommendations in destinations that are subject to approval of TPB</i></li> </ul> <p>Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)</p> <ul style="list-style-type: none"> <li>▪ Tagaytay <ul style="list-style-type: none"> <li>▪ Balay Dako</li> <li>▪ Samira by Chele</li> <li>▪ Tsokolateria Artisanal Café</li> <li>▪ Sonya's Garden</li> <li>▪ Papa Bolo</li> </ul> </li> <li>▪ Manila <ul style="list-style-type: none"> <li>▪ Abe / Sentro</li> <li>▪ Purple Yam / Lechon Degustacion</li> <li>▪ Palacio de Memoria / Las Casas Filipinas de Acuzar</li> <li>▪ Toyo Eatery</li> </ul> </li> <li>▪ Bicol <ul style="list-style-type: none"> <li>▪ Layag Restaurant</li> <li>▪ Socorro Lakeside Restaurant</li> <li>▪ Balay Cena Una</li> <li>▪ Casa Soriano</li> </ul> </li> </ul> <p>▪ Incentivized, interactive and experiential tours and activities preferred including but not limited to,</p> <ul style="list-style-type: none"> <li>▪ Tagaytay <ul style="list-style-type: none"> <li>▪ Culinary and Wellness programs</li> <li>▪ Tagaytay Batangas Heritage Tour</li> </ul> </li> <li>▪ Bicol <ul style="list-style-type: none"> <li>▪ ATV Adventure</li> <li>▪ Watersports activities <ul style="list-style-type: none"> <li>▪ Wakeboarding</li> <li>▪ Kayaking</li> <li>▪ Hobie cat sailing</li> <li>▪ Banana boat ride</li> </ul> </li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>▪ City and bikolinarya food tour</li> <li>▪ Manila <ul style="list-style-type: none"> <li>▪ Bambike tour in BGC</li> <li>▪ Rizal tour (pinto museum and Mt. Purro nature)</li> <li>▪ Old Manila Tour</li> </ul> </li> <li>▪ Cold towels and bottled water on board the vehicle</li> <li>▪ Provision of licensed DOT Accredited English-speaking Tour Guides <ul style="list-style-type: none"> <li>▪ At least three (3) years of experience</li> <li>▪ Must be fluent and conversant in English</li> <li>▪ Must have handled at least one foreign our group or foreign diplomatic/dignitaries group</li> <li>▪ Should have a strong sense of Philippine history, culture, art, tradition and current events.</li> <li>▪ Must not be convicted or found guilty of a crime or administrative offense.</li> <li>▪ Must submit a Curriculum Vitae (CV).</li> </ul> </li> <li>▪ Provision of itinerary booklet (with details such as activities and what to wear) and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB)</li> <li>▪ Provision of hygiene kit to include at least a small bottle of alcohol, K95 masks throughout the trip, face shield (should it be required), wet wipes, tissue, vitamin C, sunscreen, mosquito repellant lotion</li> <li>▪ First Aid Kit during tours and on vehicles (land/water transfer) with basic medicines (antacid for upset stomach, headache, antihistamine for allergies,</li> </ul>		
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	<p>diarrhea, motion sickness, etc.) and antigen kits</p> <ul style="list-style-type: none"> <li>▪ In case of rain, provision of raincoats and golf umbrellas</li> <li>▪ Coordination with the tour, activities, accommodation and meal sites</li> <li>▪ Inclusion of all entrance, environmental and other applicable fees</li> <li>▪ Provision of other materials needed during activities.</li> <li>▪ Incidentals and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</li> <li>▪ Provision for on-site related expenses amounting to PHP 40,000.00 as the need arises and billing will be based on actual costs</li> <li>▪ Provision of destination-based giveaways without showing tour operator's logo and for TPB's approval</li> <li>▪ Provision of banner (Design subject to approval of TPB)</li> <li>▪ Comprehensive travel insurance with COVID coverage amounting to 1 million, throughout the duration of the trip (including manila part)</li> <li>▪ Provision of antigen test kits for the group in the event there may be symptoms</li> <li>▪ The proposals shall include detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, airfare with minimum of 20 kg baggage</li> </ul>		
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	<p>allowance, terminal fees and other applicable fees, charges and taxes), meals and accommodation with breakfast, tours with meals, entrance fees and environmental fees and other similar fees, taxes and charges, and guide fees.</p> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. DOT Accreditation Certificate</li> <li>3. SEC Registration Certificate</li> <li>4. List of projects completed in the five (5) years in providing services related to inbound (domestic) travel handling the European market.</li> <li>5. Submit a Bid Proposal</li> <li>6. Notarized Certificate of Undertaking</li> <li>7. Submit CV of the Tour Guide</li> </ol> <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. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Itinerary</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 PhP999,750.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **17 October 2022 on or before 1700H**, subject

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**PR No. 9.028**

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**

10 October 2022

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

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