

REQUEST FOR QUOTATION

11 October 2022

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

Quotation No. TPB-PR.2022.10.334

PR No. 9.045

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TOURISM PROMOTIONS BOARD (TPB) MEMBERSHIP PROGRAM'S CORPORATE SOCIAL RESPONSIBILITY (CSR) ACTIVITY

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF A TOUR OPERATOR FOR THE TOURISM PROMOTIONS BOARD (TPB) MEMBERSHIP PROGRAM'S CORPORATE SOCIAL RESPONSIBILITY (CSR) ACTIVITY Last Quarter of 2022 (Indicative Date: 10-11 November 2022) Mt. Purro Nature Reserve, Antipolo</p> <hr/> <p>SCOPE OF WORK/SERVICES</p> <p>I. ACCOMMODATION</p> <ul style="list-style-type: none"> • 22 twin sharing room with breakfast (separate beds) • 2 triple sharing room with breakfast (separate beds) • Must be located in Mt. Purro Nature Reserve <p>II. LAND TRANSPORTATION <u>One (1) unit of Bus</u></p> <ul style="list-style-type: none"> • Must be at least 2018 or not more than 5-years old; Adequate to transport 45-49 persons with luggage and driver • Inclusive of fuel, driver, toll, parking, and other related expenses • Inclusive of driver accommodation, meals and other expenses 	PhP718,000.00	PhP718,000.00

	<p>Itinerary: Day 1: TPB Office– Mt. Purro Nature Reserve Day 2: Mt. Purro Nature Reserve - TPB Office</p> <p><u>One (1) unit of van</u></p> <ul style="list-style-type: none"> • Must be at least 2018 or not more than 5-years old; Adequate to transport 6-8 persons with luggage and driver • Inclusive of fuel, driver, toll, parking, and other related expenses • Inclusive of driver accommodation, meals and other expenses <p>Itinerary: Day 1&2: TPB Office– Mt. Purro Nature Reserve – TPB office; around Antipolo, Rizal with pick-up and drop off of TPB personnel around Metro Manila</p> <p>Other requirements:</p> <ul style="list-style-type: none"> • 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 coaster/van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour <p>III. MEALS</p> <p>Day 1:</p> <ul style="list-style-type: none"> • Heavy breakfast meal with beverage for 50 pax • PM Snacks for 50 pax • Lunch set or buffet with one (1) round of softdrinks or juice for 50 pax • Incentivized dinner buffet one (1) round of softdrinks or juice for 50 pax <p>Day 2:</p> <ul style="list-style-type: none"> • Heavy breakfast meal with beverage for 50 pax • Lunch set/buffet with one (1) round of soft drinks or juice for 50 pax 		
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	<ul style="list-style-type: none"> PM Snacks for 50 pax (on board) <p>*Menu to be approved by the TPB</p> <p>*Should include chips, candies/mint, distilled or purified drinking water onboard.</p> <p>IV. CSR WELCOME KIT AND SOUVENIR</p> <p><u>CSR Welcome Kit for 50 pax</u></p> <ul style="list-style-type: none"> Disposable raincoat, mosquito repellant, tissue, wet tissue, isopropyl alcohol spray, planting gloves, masks Program drifit t-shirt and compact microfiber face towel <p>*Designs subject to TPB's approval</p> <p><u>Program Souvenir for 50 pax</u></p> <p>Sustainable/eco-friendly and/or destination-based program souvenir amounting to Php950.00 per head (designs subject to TPB's approval.</p> <p>V. INCENTIVIZED TOURS AND ACTIVITIES</p> <ul style="list-style-type: none"> Inclusion of community tour guides (1 guide for every 10 participants) and gratuity/tip Reforestation activities (Seed potting, tree planting, tree care maintenance) Interaction with Dumagats Cooking demo (delicacy or local dish) Tea/coffee brewing or cocktail making demo (with seed-saving and wellness workshop preferred but not required) Provision of program banner <p><i>*Proposed program should be aligned with TPB Banner Programs: Habi, Halal and Hilom.</i></p> <p>VI. PHOTO/VIDEO COVERAGE</p> <ul style="list-style-type: none"> Program photo and video coverage for 1 ½ days with the following output: <ul style="list-style-type: none"> ✓ 200-250 color-enhanced photos 		
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	<ul style="list-style-type: none"> ✓ 1-2 minutes event highlight video (short version for pre-events) ✓ Submission of raw videos and photos <p>VII. TRAVEL INSURANCE</p> <ul style="list-style-type: none"> • Travel insurance with COVID-19 coverage of all the participants (50 pax) <p>VIII. ON-SITE RELATED EXPENSE</p> <ul style="list-style-type: none"> • Provision of incidental and other miscellaneous expenses amounting to Php 20,000.00 (additional participants, equipment rental, communication expense, coordination meetings and other expenses) <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DOT Accreditation Certificate 3. SEC/DTI Registration Certificate 4. List of completed projects from 2019 – 2021 5. Notarized Certificate of Undertaking <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. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Itinerary 3. Statement of Compliance to the Technical Specifications <p>Note:</p> <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. 		
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Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP718,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **18 October 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
11 October 2022
 Acting Head, Procurement and General Services Division
 Administrative Department

Contact Person **(MISS) GENESIS WEIYN B. LEE**
 Contact No. **(8) 525-7312 local 266**