

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.2022.10.335

PR No. 9.049

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE FAMILIARIZATION TOUR WITH THE JAPANESE TRAVEL AGENTS FOR HEALTH AND WELLNESS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF A TOUR OPERATOR FOR THE FAMILIARIZATION TOUR WITH THE JAPANESE TRAVEL AGENTS FOR HEALTH AND WELLNESS</p> <p>MANILA, TAGAYTAY, AND BATANGAS 10–14 November 2022 <i>(indicative dates)</i></p> <p><u>Number of participants:</u> 10 pax (inclusive of six (6) guests, one (1) Cebu Pacific representative, one (1) DOT Tokyo staff, one (1) photographer, and one (1) TPB officer)</p> <p>I. AIR TICKETS TAXES AND SURCHARGES</p> <p>A. Taxes and surcharges for the international air tickets of participants @ Php 18,000/pax x 8 pax (international delegates only)</p> <p>II. TRANSPORTATION</p> <p>B. Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p>	PhP998,000.00	PhP998,000.00

	<p>Type of Transportation (in Manila, Tagaytay, and Batangas):</p> <ol style="list-style-type: none"> 1. One (1) coaster with vehicle year model at least 2018 or newer; 2. One (1) additional van for luggage with vehicle year model at least 2018 or newer (inclusive of driver and gas) <ul style="list-style-type: none"> • <i>Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; Ensure clean and tidy vehicles at all times.</i> • <i>Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> • <i>Must be equipped</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and CCTVs (for buses and coasters)</i> - <i>With universal van sliding windows and safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> • <i>Maximum use 15 hours per day inclusive of overtime and driver's fee</i> • <i>Necessary expenses to cover all expenses including driver's fee, as well as his food, RT-PCR/border antigen tests, PPEs, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, other consumable costs, and other related expenses, will be covered by the tour operator, payment of toll fees and parking fees.</i> • <i>Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests</i> <p>III. INSURANCE</p> <p>C. Comprehensive travel insurance for 10 pax (guests, TPB, and DOT representatives) with Php 1 Million medical coverage for COVID-19</p>		
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	<p>IV. ACCOMMODATION</p> <p>D. Room Accommodation</p> <p>Provision of 10 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast</p> <p>1. <i>Manila</i> leg: Check-in dates: 10-11 November 2022 Room nights: 1 night Preferred hotel: Shangri-La at the Fort</p> <p>Check-in dates: 13-14 November 2022 Room nights: 1 night Preferred hotel: Hotel Okura</p> <p>2. <i>Tagaytay</i> leg: Check-in dates: 11-12 November 2022 Room nights: 1 night Preferred hotel: Nurture Wellness Village</p> <p>3. <i>Batangas</i> leg: Check-in dates: 12-13 November 2022 Room nights: 1 night Preferred hotel: The Farm at San Benito</p> <p>V. MEALS</p> <p>E. Meals and beverages for the whole duration of the trip for 10 pax:</p> <p>Lunch and dinner throughout the duration of the trip with one round of drinks (choice of bottled water, juice or softdrinks, and one can or bottle of beer)</p> <p>a. Four (4) Lunch with at least Php 52,000.00 (Php 1,300/pax/meal) b. Three (3) Dinner with at least Php 45,000.00 (Php 1,500/pax/meal)</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • Please provide a breakdown per person per meal per day. 		
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	<ul style="list-style-type: none"> • <i>Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's proposal.</i> • <i>If plated meal, there should be at least 3 viands</i> <p>VI. TOURS</p> <p>F. Interactive/experiential tours and wellness activities preferred for 10 pax (see 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>G. Incentivized tour kit/travel necessities per pax – surgical masks (at least 2 per day), tissue, disinfectant wipes, hand sanitizer/alcohol (at least 70% alcohol solution), mints, mosquito repellent, towel, sunscreen, and reusable tumbler (at least 24 oz.)</p> <p>H. Banners (for group picture) and appropriate signage, design/specs subject to TPB's approval</p> <p>VII. PHOTOGRAPHER AND COORDINATOR</p> <p>I. Provision of 1 photographer to cover the tour and to provide a consolidated output of photos stored in a USB drive and via Google drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB Project Officer)</p> <p>J. Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all other matters required for the smooth implementation of the tour.</p>		
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	<p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Please submit a Curriculum Vitae of the tour coordinator together with the bid proposal.</i> <p>VIII. TOUR GUIDE</p> <p>K. Licensed DOT-accredited Japanese-speaking Tour Guide familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. Must have handled at least (1) foreign tour group.</p> <p>One (1) Japanese-speaking tour guide based in Manila</p> <p><i>Note: All assigned personnel of the service provider should have a negative RT-PCR Test c/o of supplier/bidder (tour coordinator, tour guide, photographer, and driver)</i></p> <p>IX. MISCELLANEOUS EXPENSES</p> <p>L. Pre-Departure RT-PCR (COVID-19 test) for 8 pax as may be required by the country of origin</p> <p>M. Pre-check in antigen test in The Farm at San Benito for 10 pax</p> <p>N. Provision for on-site related expenses amounting to at least PHP 19,000.00 (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.)</p> <p>O. First Aid Kit on board the tour vehicle/s with basic medicines (antacid for upset stomach, headache, an antihistamine for</p>		
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	<p>allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DOT Accreditation Certificate 3. List of completed government projects conducted in the past three (3) years including Japanese tour groups. 4. Submit Bid Proposal 5. Notarized Certificate of Undertaking 6. Submit CV of the Tour Coordinator <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. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP998,000.00 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
Contact No.

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