

REQUEST FOR QUOTATION

13 October 2022

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

Quotation No. TPB-PR.2022.10.352

PR No. 10.029

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE DOMESTIC TOURISM INVITATIONAL PROGRAM (DTIP) – NEWLY DEVELOPED TOURISM CIRCUIT MISAMIS OCCIDENTAL PHASE 2

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF A TOUR OPERATOR FOR THE DOMESTIC TOURISM INVITATIONAL PROGRAM (DTIP) – NEWLY DEVELOPED TOURISM CIRCUIT MISAMIS OCCIDENTAL PHASE 2</p> <p>NOVEMBER 9-13, 2022 (5D/4N) <i>*indicative date</i></p> <p>SCOPE OF WORK/SERVICES</p> <p><u>Number of participants:</u> 25 pax per module (inclusive of TPB and DOT Regional Office representatives)</p> <p><u>Minimum pax guarantee:</u> 10 pax per module</p> <p>Transportation: Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.)</p> <ul style="list-style-type: none"> • Transfer-in and out • Pick-up and drop-off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila. 		PhP1,000,000.00

	<ul style="list-style-type: none"> • Tour proper from Day 01 to end <p>Note: Drivers must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the tour</p> <p>Provision of 25 Domestic Air-tickets (round trip) with 20 kilos baggage allowance (rebookable and refundable) <i>Note: airline tickets should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure."</i></p> <p>Room Accommodation at 20 rooms with deluxe category (if applicable/available) or its equivalent for four (4) nights based on single occupancy (if available) and or double occupancy with breakfast.</p> <p>Incentivized Lunch and Dinner with cultural and musical entertainment including am and pm snacks amounting to Php2,000.00 per pax per day.</p> <p>Networking Lunch (to be determined by LGU) for 50 pax amounting to Php1,000.00 per pax</p> <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks or beverage</p> <p>Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) (ratio 1 coordinator per 10 participants)</p> <p>Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB)</p>		
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	<p>Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB)</p> <p>First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>Provision of Stand-by paramedics at identified allocation</p> <p>Provision of (3) color-coded luggage tags per participants</p> <p>Provision of token and destination-based giveaways including 1 welcome gift and 4 pillow gifts for each guest coming from the local community and sustainable without showing tour operator's logo and subject to TPB's approval amounting to PhP2, 000 per pax.</p> <p>Incentivized Tour Activities covering Island Hopping Activities, Adventure Activities, wellness activities, and pilgrimage tours.</p> <p>Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval</p> <p>Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 TPB copies after the tour module and one</p>		
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	<p>(1) external hard drive(subject for approval of TPB)</p> <p>All assigned personnel of the service provider should have a Covid-19 <i>Antigen Test (COVID-19) within 24 hours before the tour</i> with COVID-19 booster c/o of bidder (tour coordinator, tour guide, photographers, videographer, and driver)</p> <p>Provision of snacks on board, cold towels, and drinking water inside the tumbler</p> <p>Services of a DOT-accredited local or Regional Tour Guide (Ratio 5 pax = 1 Tour Guide)</p> <p>Provision of Covid-19 Antigen test as maybe required by the LGU</p> <p>Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to Php100,000.00</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DOT Accreditation Certificate 3. SEC Certificate 4. Budget Bid Proposal 5. 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 		
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	Attachments: <ol style="list-style-type: none"> 1. Technical Specifications 2. Itinerary 3. Statement of Compliance to the Technical Specifications 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 PhP1,000,000.00 inclusive of all applicable taxes.		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **19 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

13 October 2022

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

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