

REQUEST FOR QUOTATION

27 October 2022

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

Quotation No. TPB-PR.2022.10.388-2ND POSTING
PR No. 10.052

REQUIREMENTS: SERVICES OF TOUR OPERATOR FOR THE KEY OPINION LEADERS (KOLS) / MEDIA FAMILIARIZATION TOUR

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF TOUR OPERATOR FOR THE KEY OPINION LEADERS (KOLS) / MEDIA FAMILIARIZATION TOUR</p> <p>Indicative Date: 17 – 22 November 2022 Destination: Manila, Coron and environs</p> <p>SCOPE OF WORK/SERVICES</p> <ul style="list-style-type: none"> • INTERNATIONAL AIR TICKETS AND TAX/SURCHARGE • TRAVEL INSURANCE • DOMESTIC AIR TICKETS AND 10 KILOS EXTRA LUGGAGE • VISA FEES • ACCOMMODATION • TRANSPORTATION • TOUR ACTIVITIES • MEALS • MISCELLANEOUS EXPENSES • OTHER REQUIREMENTS <p><i>*Attached are the Technical Specifications and Itinerary for more details of the requirement.</i></p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DOT Accreditation Certificate 3. SEC Registration Certificate 	PhP756,694.40	PhP756,694.40

	<p>4. List of Completed projects as a travel and tour operator for the past three (3) years</p> <p>5. Statement of Compliance to the Technical Specifications</p> <p>LEGAL REQUIREMENTS</p> <p>1. PhilGEPS Registration Certificate</p> <p>2. Business/Mayor's permit</p> <p>3. Income/Business Tax Return</p> <p>4. Notarized Omnibus Sworn Statement</p> <p>Attachments:</p> <p>1. Technical Specifications</p> <p>2. Itinerary</p> <p>Note:</p> <p>1. All entries must be typewritten on your company letterhead.</p> <p>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP756,694.40 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **03 November 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
27 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