

## REQUEST FOR QUOTATION

03 November 2022

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

**Quotation No.** TPB-PR.2022.11.398

**PR No.** 10.030

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE SITE VALIDATION OF THE PHILIPPINE TOUR GUIDES HYBRID CONFERENCE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SERVICES OF A TOUR OPERATOR FOR THE SITE VALIDATION OF THE PHILIPPINE TOUR GUIDES HYBRID CONFERENCE</b></p> <p><b>SCOPE OF WORK/SERVICES</b> ILOILO (3D/2N) November 21-23, 2022 <i>*indicative date</i></p> <p>ACCOMMODATION MEALS LAND TRANSPORTATION COMPREHENSIVE TRAVEL INSURANCE DOMESTIC AIR-TICKETS ON-SITE RELATED EXPENSES COORDINATION MEETING</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 Certificate</li> <li>4. Budget Bid Proposal</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>	PhP297,500.00	PhP297,500.00

	<b>Attachments:</b> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Itinerary</li> <li>3. Statement of Compliance</li> </ol> <b>Note:</b> <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 PhP297,500.00 inclusive of all applicable taxes.		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **09 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**

03 November 2022

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

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