

REQUEST FOR QUOTATION

09 November 2022

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

Quotation No. TPB-PR.2022.11.408

PR No. 11.008

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE SINGAPORE-CEBU PACIFIC TRAVEL AGENTS' FAMILIARIZATION TRIP

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF A TOUR OPERATOR FOR THE SINGAPORE-CEBU PACIFIC TRAVEL AGENTS' FAMILIARIZATION TRIP</p> <p>SCOPE OF WORK/SERVICES</p> <p>10-13 December 2022 Number of participants: 12 pax (inclusive of DOT and TPB representatives) <i>*indicative date</i></p> <p>ACTUAL TOUR <u>Accommodation</u></p> <ul style="list-style-type: none"> • DOT-Accredited establishment • Preferred hotel is Bai Hotel • Room accommodation for 12 pax at Deluxe category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy Check-in Date: 10 December 2022 Check-in Date: 13 December 2022 <p><u>Land Transportation</u> Two (2) vans (2018 model or newer) or one (1) coaster (2009 model or newer) with driver (inclusive of gas, parking fees, and overtime fees)</p>	PhP697,000.00	PhP697,000.00

	<ul style="list-style-type: none"> - Transfer in and out with pick up at TPB Office - Tour proper - Ensure availability of enough umbrellas for the guests in case of rain <p>An additional one (1) van for luggage (inclusive of driver and gas)</p> <p>Note: Assigned drivers should have a negative Antigen result taken 24 hours before the tour proper c/o supplier</p> <p><u>Tours and Activities</u> Incentivized, interactive, and experiential tour offerings in the identified destination and product circuits that showcase new products of Cebu.</p> <p><u>Meals and Beverages</u> PhP2,900.00 per day for 4 days/3Nights including AM, PM Snacks, lunch, and dinner for 12 pax.</p> <p>One round of non-alcoholic beverages per meal Menu: subject to the approval of the TPB.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Ensure the provision of dietary requirements 2. Should TPB be able to secure meal hosting, the supplier will deduct this from the final bill. <p><u>RT-PCR Tests/ Travel/COVID-19 Insurance</u></p> <ol style="list-style-type: none"> 1. Provision of Antigen Tests and/ or RTPCR Tests if necessary/required by the LGU. 2. Comprehensive travel insurance with medical coverage for COVID-19 worth PHP 1 million pesos per pax for 12 pax 		
--	---	--	--

	<p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> • One (1) Tour coordinator with at least three (3) years of experience • Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide) • Provision of incentivized tour kit/ travel necessities for 12 pax (tissue, wipes, 70ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel) • First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) • Provision of one (1) banner (for group picture) and appropriate van/coaster signage, design/ specs subject to TPB’s approval • Entrance fees/ Environmental fees for 12 pax • Airport terminal fees • Porter fees • Incidental and other miscellaneous expenses amounting to PhP30,000.00 <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DOT Accreditation Certificate 3. SEC Registration Certificate 4. Submit a list of completed government/private three (3) projects for the past 3 years. <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 <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 PhP697,000.00 inclusive of all applicable taxes.		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **14 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
09 Nov. 2022
 Acting Head, Procurement and General Services Division
 Administrative Department

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