

## 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.2022.11.409

**PR No.** 11.009

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE HONG KONG, SPECIAL ADMINISTRATIVE REGION (SAR) TRAVEL AGENTS FAMILIARIZATION TRIP**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p style="text-align: center;"><b>SERVICES OF A TOUR OPERATOR FOR THE HONG KONG, SPECIAL ADMINISTRATIVE REGION (SAR) TRAVEL AGENTS FAMILIARIZATION TRIP</b></p> <p><b>SCOPE OF WORK/SERVICES</b>  <b>Date:</b> 28 November-02 December 2022  <b>Destination:</b> Manila, Bohol, and Cebu</p> <ul style="list-style-type: none"> <li>- The project requires the services of a tour operator who will help and assist in the implementation of the hosted tour, based on the rough itinerary prepared by TPB.</li> <li>- The trip will be participated by a total of eleven (11) participants consisting of nine (9) travel agents, one (1) Philippine Airlines representative and one (1) TPB representative.</li> <li>- Interested tour operators must submit a recommended detailed itinerary with activities listed and timings. Please refer to the attached rough itinerary. The tour operator may suggest timings/activities/hotels <b>but are still subject to the approval of TPB.</b></li> </ul>	PhP881,500.00	PhP881,500.00


	<ul style="list-style-type: none"> <li>- Activities must be interactive and avoid rolling tours as much as possible.</li> <li>- Secured sponsorship or discounted rates should be deducted to total expenses.</li> <li>- Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations.</li> </ul> <p><b>No. of participants: 11 pax</b>  <b>With Minimum Guarantee of 11 pax</b>  Eleven (11) participants consisting of nine (9) travel agents, one (1) Philippine Airlines and one (1) TPB representative</p> <ul style="list-style-type: none"> <li>• TRANSPORTATION</li> <li>• ACCOMMODATION</li> <li>• MEALS</li> <li>• TOUR ACTIVITIES</li> <li>• MISCELLANEOUS EXPENSES</li> <li>• OTHER REQUIREMENTS</li> </ul> <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 Registration Certificate</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> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Itinerary</li> </ol> <p><b>Note:</b></p> <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>		
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Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP881,500.00 inclusive of all applicable taxes.		

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