

## REQUEST FOR QUOTATION

15 November 2022

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

**Quotation No.** TPB-RFQ 2022.11.422

**PR No.** 11.045

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE MARKETING PARTNERSHIP WITH FILIPINO-AMERICAN ORGANIZATIONS, TRAVEL PROMOTERS, AND ESTABLISHMENTS**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SERVICES OF A TOUR OPERATOR FOR THE MARKETING PARTNERSHIP WITH FILIPINO-AMERICAN ORGANIZATIONS, TRAVEL PROMOTERS, AND ESTABLISHMENTS</b></p> <p><b>SCOPE OF WORK/SERVICES:</b></p> <p><b>Indicative Date:</b> 02-21 December 2022  <b>Location/Venue:</b> Metro Manila &amp; Environs  <b>Total Participants:</b> Four (4) participants</p> <ul style="list-style-type: none"> <li>▪ Three (3) US-based Chefs; and</li> <li>▪ One (1) TPB Representative</li> </ul> <p><b>Transportation:</b>            Transportation for the whole duration of the trip (inclusive of gas, parking fees, toll fees, meals, and overtime fees)</p> <p><b>Accommodation:</b>            Deluxe Room Accommodation at a DOT-accredited hotel with breakfast</p> <p><b>A. Two (2) Double Occupancy:</b></p> <ul style="list-style-type: none"> <li>▪ Manila – 19 nights stay</li> <li>▪ Dates: 2 – 21 December 2022</li> </ul> <p><i>Preferred hotels:</i></p> <ul style="list-style-type: none"> <li>• <i>The Peninsula Manila</i></li> <li>• <i>New World Makati Hotel</i></li> <li>• <i>Fairmont Hotels and Resorts</i></li> </ul>	PhP630,594.96	PhP630,594.96

	<p><b>Tours:</b> Interactive/ experiential tours and activities (<i>please see the attached itinerary</i>)</p> <p><b>Other requirements:</b> Provide an alternative itinerary or activity, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB;</p> <p><b>Tour Coordinator/ Tour Guide:</b> Provision of at least one (1) tour coordinator/ tour guide to accompany the group for the duration of the trip.</p> <p><b>Other Expenses/ Miscellaneous Fees:</b> Provision for on-site related expenses amounting to at least PhP10,000.00.</p> <p><b>Additional Technical Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile;</li> <li>2. Proposal/Quotation shall include detailed itineraries;</li> <li>3. Itemized costs of the essential tour components, such as transportation service requirements (transfers, van hire, terminal fees, and other applicable fees, charges, and taxes);</li> <li>4. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws;</li> <li>5. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal);</li> <li>6. Must be engaged in the business as a travel and tour operator for at least five (5) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services such as small-medium-large scale tours, events, and the likes;</li> </ol>		
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	<p>7. Must have a professional track record in handling international groups in the last five (5) years and handled at least five (5) similar projects, preferably handling US markets/groups; and</p> <p>8. Must have expertise in organizing and coordinating travel arrangements, specifically within NCR.</p> <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. SEC/DTI Registration Certificate</li> <li>4. Income/Business Tax Return</li> <li>5. Notarized Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications</li> <li>2. Terms of Reference/Technical Specifications</li> <li>3. Itinerary Form</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>		
<b>Terms</b>	<ol style="list-style-type: none"> <li>1. Willing to provide services on a “<b>send-bill</b>” arrangement based on the actual number of participants and costs incurred.</li> <li>2. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier.</li> <li>3. Payment must be made following the prevailing accounting and auditing rules and regulations.</li> </ol>		
<b>ABC</b>	Approved Budget for the Contract (ABC) is <b>PhP630,594.96</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents through email at **neriesse\_casitas@tpb.gov.ph** not later than **22 November 2022 at 5:00PM**, 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**  
14 Nov. 2022  
Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**NERIESSE ANNE B. CASITAS**  
(8) 525-7312 local 273