

REQUEST FOR QUOTATION

16 November 2022

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

Quotation No. TPB-PR.2022.11.432

PR No. 11.012

REQUIREMENTS: SERVICES OF TOUR OPERATOR FOR THE FAMILIARIZATION TOUR OF JAPANESE INCENTIVE TRAVEL ORGANIZERS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF TOUR OPERATOR FOR THE FAMILIARIZATION TOUR OF JAPANESE INCENTIVE TRAVEL ORGANIZERS</p> <p>Date: 08 – 11 December Number of pax: 8pax (Japanese incentive travel organizers with TPB coordinator) Tour Duration: 4 days / 3 nights</p> <p><u>Domestic Air ticket</u></p> <ul style="list-style-type: none"> ▪ Manila – Cebu - Manila Economy Domestic Airticket for 8pax <p><u>Transportation</u></p> <ul style="list-style-type: none"> ▪ One (1) Tourist Coaster (2009 model at the latest) or two (2) Tourist Vans (2008 model for the transfers of tour participants (and one additional van for their luggage transfers, as needed). All vehicles inclusive of gas, toll fees, parking fees and driver, driver's accommodation and meals <ul style="list-style-type: none"> - from the Ninoy Aquino International Airport to participants' hotel in Manila and back for their domestic flight to Cebu - transfers during the actual tour program 	PhP692,500.00	PhP692,500.00

	<p><u>Room Accommodation</u> Deluxe hotel (or its equivalent) for three nights (with breakfast) based on Single Occupancy</p> <ul style="list-style-type: none"> - Preferred Hotel in Metro Manila : Deluxe Hotel near the Airport (Manila/ASEANA/Newport area) - Preferred Hotel in Cebu : Deluxe Hotel in Mactan area (preferably a new property) <p>*subject for approval of TPB</p> <p><u>Tour Program</u> (Please see attached proposed itinerary, subject to change)</p> <ul style="list-style-type: none"> ▪ Entrance fees ▪ Proposed Activities: Ocular inspections at hotels in Manila and Cebu to include but not limited to: <ul style="list-style-type: none"> - Shangri-la Mactan - Sheraton Hotel - Dusit Hotel - Radisson Blu - Fili Hotel (NU Star) - Seaside mall - Radisson Blu ▪ Incentivized/ Pre-arranged Lunch/ Dinner (with provision of entertainment) ▪ Lunch and Dinner all throughout the duration of the tour program with a minimum of one (1) round of drinks (choice of: beer, bottled water, juice or soft drinks) <i>*Amount budgeted should not be less than Php2,500.00 per meal per pax (lunch and dinner), adjustments for approval of TPB</i> ▪ Coordination with the tour sites, as applicable ▪ Services of at least one (1) Licensed DOT-accredited local Japanese-speaking Tour Guide 		
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	<p>*Tour Guide should have the following credentials/characteristics:</p> <ul style="list-style-type: none"> - duly licensed and/or accredited by DOT and preferably from known/reputable organization which provides tour guide. - have at least three (3) years experience as a tour guide - must be fluent and conversant in Japanese and English - should have a strong sense of Philippine history, culture and tradition, art as well as about current events <ul style="list-style-type: none"> ▪ At least one (1) Uniformed tour coordinator. ▪ Provision of one (1) banner, as needed (for group photo opportunity) and appropriate vehicle signage, design/specs subject to TPB’s approval <p><u>Other Amenities/ Travel Essentials</u></p> <ul style="list-style-type: none"> ▪ Comprehensive Travel Insurance (Manila-Cebu Domestic Tour) ▪ Packed breakfast, as needed; snacks on board, cold towels and distilled water ▪ Provision of Incentivized Tour Kit <ul style="list-style-type: none"> - Printed Itinerary—preferably on an A5/ brochure size paper - Travel necessities – pocket tissue, wipes, sanitizer/ alcohol, crackers, mints, fan, disposable hooded emergency raincoat, towelfare, etc.) ▪ First Aid Kit on board the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, etc) ▪ In case of rain, provision of raincoats and umbrellas 		
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	<ul style="list-style-type: none"> ▪ Other miscellaneous expenses (e.g. sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises <p><i>*Includes at least one (1) TPB representative who will accompany the group during the tours.</i></p> <p><u>Others</u></p> <ul style="list-style-type: none"> • Souvenir Token for participants (e.g. Philippine products: Cebu dried mangoes, Davao chocolate and Coffee sampler from the North/ souvenir items in a small bayong/ buri box) <p><u>*Important Notes:</u></p> <ul style="list-style-type: none"> ○ <i>Bidders should submit a budget bid proposal per pax basis that reflects the cost of tours, activities, transportations and meals. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus tour operator will bill TPB based on the actual cost per pax.</i> ○ <i>Tour activities may still be changed according to the recommendations of DOT/TPB representatives during the validation trip that TPB will be conducting in the tour destinations.</i> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC Registration Certificate 3. Budget Bid Proposal <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. Omnibus Sworn Statement 		
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	<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 the invoice		
ABC	Approved Budget for the Contract (ABC) is PhP692,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **22 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
16 November 2022
 Acting Head, Procurement and General Services Division
 Administrative Department

Contact Person
Contact No.

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