

## REQUEST FOR QUOTATION

17 November 2022

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

**Quotation No.** TPB-PR.2022.11.436

**PR No.** 10.064

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TPB'S PARTICIPATION IN THE 30<sup>TH</sup> TRAVEL TOUR EXPO (TTE)**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																					
1 LOT	<p><b>SERVICES OF A TOUR OPERATOR FOR THE TPB'S PARTICIPATION IN THE 30<sup>TH</sup> TRAVEL TOUR EXPO (TTE)</b></p> <p><b>SCOPE OF WORK/SERVICES</b></p> <p><b>A. <u>Accommodation</u></b></p> <ul style="list-style-type: none"> <li>Provide hotel accommodation (<b><i>triple sharing</i></b>) inclusive of <b><i>daily breakfast</i></b> on the following dates:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Hotel must be located</th> <th colspan="2">Number of Rooms</th> </tr> <tr> <th>Dates</th> <th></th> <th>Triple</th> <th>Single</th> </tr> </thead> <tbody> <tr> <td>02 February 2023</td> <td rowspan="4" style="text-align: center;">                     Within SM MOA Compound  <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i> </td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> <tr> <td>03 February 2023</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> <tr> <td>04 February 2023</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> <tr> <td>05 February 2023</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>		Hotel must be located	Number of Rooms		Dates		Triple	Single	02 February 2023	Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i>	3	1	03 February 2023	3	1	04 February 2023	3	1	05 February 2023	3	1	PhP354,000.00	PhP354,000.00
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Dates		Triple	Single																					
02 February 2023	Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i>	3	1																					
03 February 2023		3	1																					
04 February 2023		3	1																					
05 February 2023		3	1																					

06 February 2023		Check-out
<b>Sub-total Room Nights</b>		12   4
<b>Total Room Nights</b>		16

- Dates are subject to change
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.

**B. Land Transportation**

Date	Route	Number of Units
02 February 2023	TPB office – SMX and vice versa; within Metro Manila, as necessary	1
03 February 2023		
04 February 2023		
05 February 2023		
06 February 2023		

- Dates are subject to change

	<ul style="list-style-type: none"> <li>• Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L</li> <li>• Maximum use of 18 hours per day inclusive of overtime and driver’s fee and overtime</li> <li>• Includes third-party liability insurance</li> <li>• Cover all expenses to include driver’s fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, and other miscellaneous fees</li> <li>• Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle</li> <li>• With daily provision of wet tissues, alcohol, mineral water, mint</li> <li>• First Aid kit and umbrella on board</li> <li>• Equipped with GPS or Waze</li> <li>• Driver should have strong navigation skills, uniformed, presentable and well-trained</li> <li>• Itinerary to be sent (subject to change without prior notice)</li> </ul> <p><b>C. <u>Catering Services</u></b></p> <ul style="list-style-type: none"> <li>• Provide Catering Services for <b><u>40 persons</u></b> (lunch, AM snacks &amp; PM snacks) during the opening of the event (<b>03 February 2023</b>)</li> <li>• <b>For lunch:</b> to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert and beverage (soft drinks/juice) packed in a decent bento box</li> <li>• <b>For snacks:</b> to include at least three (3) types of canapés or one (1) savory snack</li> </ul>		
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	<p>with beverage (soft drinks/juice) each for AM and PM snacks</p> <ul style="list-style-type: none"> <li>• Free flowing coffee, tea, and water (hot and cold) throughout the opening day</li> <li>• Complete dining set-up</li> <li>• Able to provide microwave, table and chairs with linen cover</li> <li>• Uniformed staff</li> <li>• Should be SMX accredited caterer</li> <li>• Meals to be selected and approved by the TPB</li> </ul> <p><b>D. <u>Photo and Video Coverage</u></b></p> <ul style="list-style-type: none"> <li>• Program photo and video coverage for three (3) days: <ul style="list-style-type: none"> <li>○ 03 February 2023 – 9AM– 4PM</li> <li>○ 04 February 2023 – 2PM– 7PM</li> <li>○ 05 February 2023 – 2PM– 7PM</li> </ul> <p><i>*Schedule of service may change without prior notice.</i></p> </li> </ul> <p>With the following output:</p> <ul style="list-style-type: none"> <li>✓ 100 color-enhanced photos per day</li> <li>✓ 2-3 minutes event highlight video and 1-minute shortened version</li> <li>✓ Submission of raw videos and photos; Must be submitted in a hard drive</li> </ul> <ul style="list-style-type: none"> <li>• Photographer/videographer should be based in Metro Manila</li> <li>• Team should be composed of 2 photographer, 2 videographer/editor. Must have serviced corporate photo/video coverage in the past 3 years.</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/DTI Registration Certificate</li> <li>4. List of completed projects for the past three (3) years.</li> </ol>		
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	<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> </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>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP354,000.000 inclusive of all applicable taxes.		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **24 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.

  
**ROSEILLE D. ROMERO**  
17 Nov. 2022  
 Acting Head, Procurement and General Services Division  
 Administrative Department

Contact Person  
Contact No.

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