

REQUEST FOR QUOTATION

23 November 2022

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

Quotation No. TPB-PR.2022.11.459

PR No. 11.048

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TPB/DOT OSAKA- WEST JAPAN AGENTS FAMILIARIZATION TOUR

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SERVICES OF A TOUR OPERATOR FOR THE TPB/DOT OSAKA- WEST JAPAN AGENTS FAMILIARIZATION TOUR 12-16 May 2023 Manila and Cebu</p> <p>SCOPE OF WORK/SERVICES</p> <ul style="list-style-type: none"> The trip will be participated by 6 travel agents, 1 DOT Osaka staff, and 1 TPB Project Officer. Secured sponsorship or discounted rates should be deducted to total expenses. 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. <ol style="list-style-type: none"> International Air Tickets Taxes and Surcharges Travel Insurance Domestic Air Tickets Accommodation Transportation Tour Activities Meals Photographer and Coordinator Tour Guide Miscellaneous Expenses Other Requirements 	PhP999,500.00	PhP999,500.00

	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • Company Profile • DOT Accreditation Certificate • List of completed government projects conducted in the past three (3) years including Japanese tour groups. • Submit Bid Proposal • Submit CV of the Tour Coordinator • Submit signed and dated Statement of Compliance to the Technical Specifications <p>LEGAL REQUIREMENTS</p> <ul style="list-style-type: none"> • PhilGEPS Registration Certificate • Business/Mayor's permit • Income/Business Tax Return • Notarized Omnibus Sworn Statement • Secretary's Certificate <p>Attachments:</p> <ul style="list-style-type: none"> • Technical Specifications • Itinerary • Statement of Compliance to the Technical Specifications <p>Note:</p> <ul style="list-style-type: none"> • All entries must be typewritten on your company letterhead. • 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 PhP999,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **29 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
23 Nov. 2022
Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

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