

REQUEST FOR QUOTATION 2nd Posting

28 November 2022

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

Quotation No. TPB-RFQ 2022.11.469

PR No. 11.041

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR DAVAO SITE INSPECTIONS
FOR MICECON 2023 (LOT 1-3)**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>DAVAO SITE INSPECTIONS</p> <p>Scope of Work/Services:</p> <p>Indicative Date: 12-13 January 2023 No. of Participants: Six (6) persons Land Transportation:</p> <ul style="list-style-type: none"> ▪ One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees) for transfer-in and out from hotel to airport and other site inspection and meeting venues. <p>Accommodation:</p> <ul style="list-style-type: none"> ▪ 3 deluxe rooms or its equivalent for on (1) night based on double occupancy with breakfast. <p>Food and Beverage:</p> <ul style="list-style-type: none"> ▪ Two (2) lunches and (2) dinner including am and pm snacks with one (1) round of drinks per meal amounting to PhP1,000.00 per pax/ day. <p>Round-trip Air Tickets:</p> <ul style="list-style-type: none"> ▪ Rebookable, reroutable and refundable, inclusive of 20kls. Baggage allowance and other taxes & 	PhP211,250.00	PhP211,250.00

	<p>applicable charges with comprehensive travel insurance.</p> <p>Route: Manila to Davao Date: 12 January 2023 Flight: PR1813 ETD/ETA: 0925/1120</p> <p>Route: Davao to Manila Date: 13 January 2023 Flight: PR1818 ETD/ETA: 1830/2020</p> <p>Other Requirement/s:</p> <ul style="list-style-type: none"> Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP10,000.00. 		
LOT 2	<p>DAVAO SITE INSPECTIONS</p> <p>Scope of Work/Services:</p> <p>Indicative Date: 19-20 January 2023 No. of Participants: Six (6) persons Land Transportation:</p> <ul style="list-style-type: none"> One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees) for transfer-in and out from hotel to airport and other site inspection and meeting venues. <p>Accommodation:</p> <ul style="list-style-type: none"> 3 deluxe rooms or its equivalent for on (1) night based on double occupancy with breakfast. <p>Food and Beverage:</p> <ul style="list-style-type: none"> Two (2) lunches and (2) dinner including am and pm snacks with one (1) round of drinks per meal amounting to PhP1,000.00 per pax/day. 	PhP211,250.00	PhP211,250.00

	<p>Round-trip Airtickets:</p> <ul style="list-style-type: none"> Rebookable, reroutable and refundable, inclusive of 20kls. Baggage allowance and other taxes & applicable charges with comprehensive travel insurance. <p>Route: Manila to Davao Date: 19 January 2023 Flight: PR1813 ETD/ETA: 0925/1120</p> <p>Route: Davao to Manila Date: 20 January 2023 Flight: PR1818 ETD/ETA: 1830/2020</p> <p>Other Requirement/s:</p> <ul style="list-style-type: none"> Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP10,000.00. 		
LOT 3	<p>DAVAO SITE INSPECTIONS</p> <p>Scope of Work/Services:</p> <p>Indicative Date: 9-10 February 2023 No. of Participants: Eight (8) persons Land Transportation:</p> <ul style="list-style-type: none"> One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees) for transfer-in and out from hotel to airport and other site inspection and meeting venues. <p>Accommodation:</p> <ul style="list-style-type: none"> 4 deluxe rooms or its equivalent for on (1) night based on double occupancy with breakfast. <p>Food and Beverage:</p> <ul style="list-style-type: none"> Two (2) lunches and (2) dinner including am and pm snacks with one (1) round of drinks per meal 	PhP215,500.00	PhP215,500.00

	<p>amounting to PhP1,000.00 per pax/day.</p> <p>Round-trip Airtickets:</p> <ul style="list-style-type: none"> Rebookable, reroutable and refundable, inclusive of 20kls. Baggage allowance and other taxes & applicable charges with comprehensive travel insurance. <p>Route: Manila to Davao Date: 9 February 2023 Flight: PR1813 ETD/ETA: 0925/1120</p> <p>Route: Davao to Manila Date: 10 February 2023 Flight: PR1818 ETD/ETA: 1830/2020</p> <p>Other Requirement/s:</p> <ul style="list-style-type: none"> Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP10,000.00. 		
	<p>Additional Requirements:</p> <ol style="list-style-type: none"> Assistance in preparing/ securing entry documents, as necessary. Should respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost. Should provide services on a "send-bill" arrangement. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols. Tour activities and/or schedules/dates may still be changed based on 		

	<p>recommendations on the DOT Regional Office and IATF orders on local travel restrictions.</p> <ol style="list-style-type: none"> Bidders must submit completed projects for at least three (3) years. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the actual cost per pax. Valid Department of Tourism (DOT) Certificate of Accreditation. <p>Technical/Eligibility Requirements:</p> <ol style="list-style-type: none"> Company Profile; Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under the Philippine Laws; Must have been in operation for at least three (3) years; Must have a valid Department of Tourism (DOT) Certificate of Accreditation; Must have at least three (3) years of experience in handling projects similar or related to incentivized programs. <p>Legal Requirements:</p> <ol style="list-style-type: none"> PhilGEPS Registration Certificate Business/Mayor's permit SEC/DTI Registration Certificate Income/Business Tax Return Notarized Omnibus Sworn Statement Signed Quotation/Bid Proposal Signed Statement of Compliance to the Technical Specifications <p>Attachments:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specifications 		
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	<p>2. Itinerary Form</p> <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 of Payment	<ol style="list-style-type: none"> 1. Send the bill to the Tourism Promotions Board after the completion of services. 2. Thirty (30) working days upon completion of deliverables and receipt of invoice. 		
ABC	Approved Budget for the Contract (ABC) for Lot 1-3 is PhP638,000.00 inclusive of all applicable taxes.		

Please submit your quotation and legal documents through email at **neriesse_casitas@tpb.gov.ph** not later than **02 December 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

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

NERIESSE ANNE B. CASITAS
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