

REQUEST FOR QUOTATION

01 December 2022

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

Quotation No. TPB-RFQ 2022.12.471

PR No. 11.074

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TPB-PDOT TOKYO MEDIA CULINARY INVITATIONAL TOUR

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p>Services of a Tour Operator for the TPB-PDOT Tokyo Media Culinary Invitational Tour</p> <p>SCOPE OF WORK/SERVICES:</p> <p>Date: 22-26 March 2023 (indicative dates) Venue: Manila and its Suburbs Number of participants: Seven (7) pax (inclusive of one DOT Tokyo staff, one TPB officer, one PR company representative, and four writers/editors from online/offline publications)</p> <p>I. Air Tickets Taxes and Surcharges</p> <p>A. International air tickets of participants @ PhP55,000.00/pax x 6 pax (international delegates only) (RT Tokyo-Manila-Tokyo) with 20 kgs. baggage allowance per way.</p> <p>II. Transportation</p> <p>B. Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <p>Type of Transportation (in Manila, Tagaytay and Batangas):</p>	PhP998,000.00	PhP998,000.00

	<p>1. One (1) coaster with vehicle year model at least 2018 or newer;</p> <p>2. One (1) additional van for luggage with vehicle year model at least 2018 or newer (inclusive of driver and gas).</p> <p>Notes:</p> <ul style="list-style-type: none"> ▪ Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; Ensure clean and tidy vehicles at all times. ▪ Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour. ▪ Must be equipped with: <ul style="list-style-type: none"> - Climate control or air-conditioning, PA system, and CCTVs (for buses and coasters) - With universal van sliding windows and safety belts for all seats - GPS or Waze and charge units for phones ▪ Maximum use 15 hours per day inclusive of overtime and driver's fee ▪ Necessary expenses to cover all expenses including driver's fee, as well as his food, RT-PCR/border antigen tests, PPEs, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, other consumable costs, and other related expenses, will be covered by the tour operator, payment of toll fees and parking fees. ▪ Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests. ▪ Must be DOT-accredited vehicle <p>III. Insurance</p> <p>C. Comprehensive travel insurance for seven (7) pax (guests, TPB, and DOT representatives) with PHP</p>		
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	<p>1,000,000.00 medical coverage for COVID-19 per pax.</p> <p>IV. Accommodation</p> <p>D. Room Accommodation</p> <ul style="list-style-type: none"> - Provision of seven (7) rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast in at least four-to-five-star DOT-accredited property with upscale facilities <p>1. Manila leg: Check-in dates: 22-23 March 2023 Room nights: 1 night Preferred hotel: Hotel Okura Manila</p> <p>Check-in dates: 24-26 March 2023 Room nights: 2 nights Preferred hotel: The Peninsula Manila</p> <p>2. Tagaytay leg: Check-in dates: 23-24 March 2023 Room nights: 1 night Preferred hotel: Twin Lakes Hotel Tagaytay</p> <p>Notes:</p> <ul style="list-style-type: none"> ▪ Provision for early check-in and/or late checkout based on the itinerary. ▪ Preferably with welcome amenities (native products/delicacies) in the room upon check-in. <p>V. Meals</p> <p>E. Meals and beverages for the whole duration of the trip for 7 pax:</p> <ul style="list-style-type: none"> - Lunch, dinner, and snacks throughout the duration of the trip with one round of drinks (choice of bottled water, juice or softdrinks, and one can or bottle of beer). <ol style="list-style-type: none"> a. Five (5) Lunch with at least PhP52,500.00(PhP1,500/pax/meal) b. Four (4) Dinner with at least PhP70,000.00(PhP2,500/pax/meal) 		
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	<p>c. Snacks with at least PhP17,500.00 (PhP500/pax/day)</p> <p>Notes:</p> <ul style="list-style-type: none"> ▪ Please provide a breakdown per person per meal per day. ▪ Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's proposal. ▪ If plated meal, there should be at least 3 viands. ▪ Must be able to accommodate guests with dietary restrictions (i.e. halal and pork-free, vegetarian, diabetic, food allergies, etc.). <p>VI. Tours</p> <p>F. Interactive/experiential culinary tours and activities preferred for 7 pax (see attached itinerary)</p> <p>The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols set by the IATF and the local government unit (overseeing the destination)</p> <p>G. Incentivized tour kit/travel necessities per pax – surgical masks (at least 2 pieces per day), tissue, disinfectant wipes, hand sanitizer/alcohol (at least 70% alcohol solution), mints, mosquito repellent, towel, sunscreen, and reusable and sustainable tumbler (at least 24 oz.)</p> <p>H. Banner (for group picture) and appropriate signage, design/specs subject to TPB's approval.</p> <p>VII. Tour Coordinator</p> <p>I. Provision of 1 tour coordinator with at least three (3) years of</p>		
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	<p>experience to coordinate with the TPB Project Officer on all other matters required for the smooth implementation of the tour.</p> <p>Note:</p> <ul style="list-style-type: none"> ▪ Please submit a Curriculum Vitae of the tour coordinator together with the bid proposal. <p>VIII. Tour Guide</p> <p>J. Licensed DOT-accredited Japanese-speaking Tour Guide familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. Must have handled at least (1) foreign tour group.</p> <p>One (1) Japanese-speaking tour guide based in Manila.</p> <p>Note:</p> <ul style="list-style-type: none"> ▪ All assigned personnel of the service provider should have a negative RT-PCR Test c/o of supplier/bidder (tour coordinator, tour guide, photographer, and driver). <p>IX. Miscellaneous Expenses</p> <p>K. Provision for on-site related expenses amounting to at least PHP 29,000.00 (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.)</p> <p>L. First Aid Kit on board the tour vehicle/s with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p>		
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PROJECT IMPLEMENTATION SCHEDULE:

A tour operator to provide the mentioned services from **22 – 26 March 2023 (indicative dates)**. *(Please see attached itinerary)*

OTHER ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:

1. Provide assistance in preparing/ securing entry documents, as necessary.
2. Must respond to immediate/ unforeseen changes in specifications. Provide an alternative itinerary, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.
3. 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.
4. **Tour activities and/or schedules/dates may still be changed** based on recommendations of the DOT Regional Office and IATF orders on local travel restrictions.
5. **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.**
6. **Submit a Curriculum Vitae of the tour coordinator together with the bid proposal.**

CONTRACT DURATION:

- One-time engagement and shall commence upon receipt of the Notice to Proceed (NTP) until the full/complete delivery of requirements.

	<p>QUALIFICATION OF BIDDERS:</p> <ol style="list-style-type: none"> Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal). A list of completed government projects conducted in the past three (3) years including Japanese tour groups. <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 Duly Signed Bid Quotation/Proposal Duly Signed Statement of Compliance to the Technical Specifications <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specifications Itinerary Form <p>NOTE:</p> <ol 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. 		
<p>Terms</p>	<ol style="list-style-type: none"> Must be willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred. 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. 30 days upon receipt of SOA/billing. 		

ABC	Approved Budget for the Contract (ABC) is PhP998,000.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents through email at **neriesse_casitas@tpb.gov.ph** not later than **07 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
01 Dec. 2021

Contact Person
Contact No.

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