

REQUEST FOR QUOTATION

01 December 2022

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

Quotation No. TPB-PR.2022.12.475

PR No. 11.043

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE SITE VALIDATION OF THE REGIONAL TRAVEL FAIR (RTF) 2023

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/SERVICES: <u>CEBU AND LAOAG/ LA UNION</u></p> <ul style="list-style-type: none"> • Transportation • Hotel Accommodation • Meals • Air tickets • Onsite-related expenses <p>Note: Secured sponsorship or discounted rates should be deducted to total expenses.</p> <p>PROJECT IMPLEMENTATION</p> <ul style="list-style-type: none"> • 23-25 January 2023 in Cebu • 01-04 February 2023 in Laoag /La Union <p>Note: <i>Dates are subject to change based on the actual site validation and coordination meetings with the concerned DOT Regional offices and LGUs.</i></p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DOT Accreditation Certificate 3. SEC/DTI Registration Certificate 	PhP600,000.00	PhP600,000.00

	<p>4. Submit a signed and dated Statement of Compliance to the Technical Specifications</p> <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. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Itinerary of Travel <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 invoice		
ABC	Approved Budget for Contract (ABC) is PhP600,000.000 inclusive of all applicable taxes.		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **07 December 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.

Sgd.

ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person

(MISS) GENESIS WEIYN B. LEE

Contact No.

(8) 525-7312 local 266

Quotation No. TPB-PR.2022.12.475

PR No. 11.043