

## REQUEST FOR QUOTATION

December 01, 2022

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

**Quotation No.** TPB-PR. 2022-12-479 (3<sup>rd</sup> Posting)  
**PR No.** 10.087

**REQUIREMENTS: Tour Operator for Tourism Marketing Plan Workshop for the Municipality of Del Carmen, Surigao del Norte**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Company Profile</li> <li>Accomplish Statement of Compliance to the Technical Specifications</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>BIR Certificate of Registration</li> <li>Notarized Omnibus Sworn Statement</li> <li>SEC/DTI Certificate of Registration</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>Technical Specifications</li> <li>Statement of Compliance to the Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>	PhP530,000.00	PhP530,000.00
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP <b>530,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **December 9 on or before 12:00 P.M.**, 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**

Head, Procurement and General Services Division  
Administrative Department

Contact Person

**MR. SOCRATES G. TORRES**

Contact No.

(8) 525-9318 local 266

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**PROJECT: Tour Operator for Tourism Marketing Plan Workshop for the Municipality of Del Carmen, Surigao del Norte (PR No. 10.087)**

**Quotation No. TPB-PR.2022.12.479 (3<sup>rd</sup> Posting)**

**[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]**

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for the conduct of a Tourism Marketing Workshop for the Municipality of Del Carmen in Del Carmen, Surigao del Norte.	
<b>SCOPE OF WORK/SERVICES</b>		
2	Accommodation <ul style="list-style-type: none"> <li>• 1 single and 2 twin-sharing rooms</li> <li>• 5D/4N</li> <li>• Must be a business-type hotel/resort preferably in General Luna</li> </ul>	
3	Air Transportation <ul style="list-style-type: none"> <li>• Roundtrip domestic air tickets for 3 pax</li> <li>• Preferably Philippine Airlines or its equivalent</li> <li>• Route: MNL-IAO-MNL</li> <li>• 20 kilograms baggage allowance</li> <li>• Must be rebookable and refundable</li> </ul>	
4	Land Transportation Days 1-5 Within Siargao Island *Subject to change without prior notice <ul style="list-style-type: none"> <li>• One (1) unit of van model must be at least 2016 or not more than 5-years old; Adequate to transport 4 – 6 persons with luggage and driver</li> <li>• Inclusive of fuel, driver, parking and other related expenses</li> <li>• Inclusive of driver accommodation, meals and other expenses</li> <li>• Maximum use of 15 hours per day inclusive of overtime and driver’s overtime</li> <li>• Includes third-party liability insurance</li> <li>• Provision of First Aid kit and umbrellas on board</li> <li>• Equipped with GPS or Waze and charge units for phones</li> <li>• Driver should have strong navigation skills</li> </ul>	

	<ul style="list-style-type: none"> <li>• Draft itinerary provided (subject to change without prior notice)</li> <li>• Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> <li>• Driver must be fully-vaccinated</li> </ul>	
5	<p>Meals  Day 1 – Breakfast, Lunch, Dinner, PM Snacks (3 pax)  Days 2-4 – Breakfast and Dinner (3 pax) x 4 days  Day 5 - Breakfast, Lunch, Dinner, PM Snacks (3 pax)</p> <ul style="list-style-type: none"> <li>• Meal requirement per day as indicated with one (1) round of drinks (choice of bottled water, juice or soft drink) worth PhP 2,000.00 per person per day (Day 1 and Day 5) and PhP 1,000.00 per person per day (Days 2-4). Meals are subject to approval of the TPB.</li> </ul>	
6	<p>Event Proper Logistics  (Days 2-4)</p> <ul style="list-style-type: none"> <li>• Provision of venue with basic sound system, white screen and projector for 3 days. Should have access to internet connection in a business-type hotel/resort or air-conditioned seminar venue in Del Carmen, preferably in Surigao del Norte State University Conference Room</li> <li>• Venue should comfortably accommodate 35 pax in a seminar set-up with provision/space for break-out sessions. Provision of AM Snacks, Lunch, and PM Snacks for 35 pax for 3 days. Should include one (1) round of drinks per meal with free-flowing coffee and tea each day</li> <li>• Menu is subject to approval of the TPB</li> </ul>	
7	<p>Speaker’s Honorarium Fees and materials</p> <ul style="list-style-type: none"> <li>• Provision of speaker’s honorarium/fee amounting to PhP 70,000.00 for 3-day speaking engagement</li> <li>• Provision of prizes for icebreaker activities</li> <li>• Provision of printing of materials, and pentel pens, pencils, Manila paper, bond paper and other supplies</li> </ul>	
8	<p>Training Kit/Materials and Souvenirs</p> <ul style="list-style-type: none"> <li>• Printing of training certificates. Template of certificate to be provided by the TPB</li> <li>• Provision of training kit (notebook, ballpen, catcha bag and other training supplies) for 35 pax</li> <li>• Provision of event souvenir for 35 pax</li> <li>• Training kit/materials and souvenirs are subject to the approval of the TPB</li> </ul>	
9	<p>Photo/Video Coverage</p>	

	<ul style="list-style-type: none"> <li>• Program photo and video coverage for three (3) half-days (Day 1 AM/Opening, Day 2 AM or PM/workshop proper, and Day 3 PM/workshop output presentation) with the following output: <ul style="list-style-type: none"> <li>✓ 150 color-enhanced photos</li> <li>✓ 1-minute event highlights video</li> <li>✓ 3-4-minute event highlights video</li> <li>✓ Submission of raw videos and photos</li> <li>✓ Must be submitted in a hard drive</li> </ul> </li> <li>• Photographer/videographer should be based in Surigao del Norte</li> <li>• Team should be composed of 1 photographer and 2 videographers/editors. Must have serviced corporate or event photo/video coverage in the past 3 years. Required to submit portfolio.</li> </ul>	
10	Provision of Load Card <ul style="list-style-type: none"> <li>• Two (2) PhP 500.00 load cards for TPB personnel</li> </ul>	
11	On-site related expense <ul style="list-style-type: none"> <li>• Provision of incidental and other miscellaneous expenses amounting to PhP 25,000.00 (additional participants, equipment rental, wifi connection/upgrade, coordination meetings and other expenses)</li> </ul>	
<b>PROJECT IMPLEMENTATION SCHEDULE</b> *Subject to change without prior notice		
12	Day 1 <ul style="list-style-type: none"> <li>- Arrival at Siargao Airport IAO</li> <li>- Proceed to Municipality of Del Carmen for Coordination Meeting and Pre-Event Briefing</li> <li>- Proceed to General Luna</li> </ul>	
13	Days 2-4 <ul style="list-style-type: none"> <li>- Transfer from General Luna to Del Carmen</li> <li>- Workshop Proper</li> <li>- Transfer from Del Carmen to General Luna</li> <li>- Meetings within General Luna</li> </ul>	
14	Day 5 <ul style="list-style-type: none"> <li>- Within Siargao Island</li> <li>- Departure transfer to Siargao Airport</li> </ul>	
15	<b>ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Must be legally registered tour operator company or travel agency under Philippine laws for 5 years. Required to submit proof of registration either from SEC or DTI;</li> <li>• Must have previously completed a minimum of 3 projects for the past 3 years in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies,</li> </ul>	

	<p>Institutions or Organizations. Required to submit a list of completed projects from 2019 – 2021 and issued Notice of Award (NOA) or Notice to Proceed (NTP)</p> <ul style="list-style-type: none"> <li>• Must have previously completed 3 projects handling seminar/trainings for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2019 – 2021 and issued Notice of Award (NOA) or Notice to Proceed (NTP), if applicable</li> <li>• DOT-accredited tourism establishment preferably based in CARAGA region. Non-CARAGA-based tour operators may bid. Required to submit a DOT – accreditation certificate</li> <li>• Preferably a registered TPB Member. Required to submit TPB Certificate of Membership</li> <li>• Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the tour operator company or travel agency concerned has free cancellation, rebooking, transferable or refundable policies.</li> </ul>	
16	<p>TERMS OF PAYMENT</p> <p>Willing to provide services on a “send-bill” arrangement. 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. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Total cost should be should be based on actual expense.</p>	
17	<p>CONTRACT DURATION</p> <p>Shall commence from the acceptance of Notice to Proceed (NTP) until the full/complete delivery of the requirements.</p>	
<p>PROJECT OFFICER’S CONTACT INFORMATION</p> <p>MARGARITA P. SAN JOSE  Domestic Promotions Department  margarita_sanjose@tpb.gov.ph  (02) 85259318 or (02) 85251255</p>		

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date