

## REQUEST FOR QUOTATION

27 January 2023

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

**Quotation No.** TPB-PR.2023.01.011

**PR No.** 1.030

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE TOUR GUIDES HYBRID CONFERENCE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF WORK/SERVICES:</b> <b><u>MANILA-ILOILO</u></b> February 18-22 2023*Indicative dates</p> <ol style="list-style-type: none"> <li>1. Accommodation</li> <li>2. Transportation</li> <li>3. Meals</li> <li>4. Incentivized Conference kit</li> <li>5. First Aid Kit on board</li> <li>6. Provision of Stand-by paramedics at identified allocation</li> <li>7. Provision of 1 professional videographer and 1 professional photographer</li> <li>8. Provision of Covid-19 Antigen test as maybe required by the LGU</li> <li>9. Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to Php200,000.00.</li> </ol> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. DOT Accreditation Certificate</li> <li>3. SEC/DTI Registration Certificate</li> <li>4. Submit a budget bid proposal that reflects the cost of tours.</li> </ol>	Php995,000.00	PhP995,000.00

	<p>5. Submit a list of completed projects at least three (3) projects hosting similar projects/services.</p> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Itinerary of Travel</li> <li>3. Statement of Compliance</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is <b>PhP995,000.000</b> inclusive of all applicable taxes.		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **01 February 2023 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.

**ELOISA A. ROMERO**

Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**(MISS) GENESIS WEIYN B. LEE**  
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