

REQUEST FOR QUOTATION

12 January 2023

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

Quotation No. TPB-RFQ 2023.01.008

PR No. 1.010

REQUIREMENTS: TRANSPORTATION SERVICES FOR MICECON 2023

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p>Transportation Services for MICECON 2023</p> <p>Technical Specifications/Scope of Work:</p> <p>Dates: 17 February to 08 March 2023 Venue: Metro Manila and Cavite</p> <p>Land Transportation Requirements/Shuttle Service for:</p> <ol style="list-style-type: none"> 1) Secretariat Route: NCR South only; for twenty (20) days 2) Secretariat Route: NCR North only; for twenty (20) days 3) Secretariat/Foreign Speakers with Accommodation in Manila Route: Cavite; for twenty (20) days <p>Schedule of Delivery:</p> <ol style="list-style-type: none"> 1) Date: 17 February - 08 March 2023 No. of required van: One (1) Time/No. of hrs.: Twelve (12) hours Area/Route: Metro Manila Particulars: Shuttle service for Secretariat with residence in NCR South 		PhP1,000,000.00

	<p>2) Date: 17 February - 08 March 2023 No. of required van: One (1) Time/No. of hrs.: Twelve (12) hours Area/Route: Metro Manila Particulars: Shuttle service for Secretariat with residence in NCR North</p> <p>3) Date: 17 February - 08 March 2023 No. of required van: One (1) Time/No. of hrs.: Twelve (12) hours Area/Route: Metro Manila and Cavite Particulars: Shuttle service for Secretariat with residence in Cavite and for Foreign Speakers with accommodations in Manila</p> <p>Rate per Vehicle:</p> <ul style="list-style-type: none"> ▪ Van rental in Manila (with gas and driver) <ul style="list-style-type: none"> a) P14,000.00 x 20 days (12 hours per day) (NCR South) b) P14,000.00 x 20 days (12 hours per day) (NCR North) c) P14,000.00 x 20 days (12 hours per day) (Cavite)/Foreign Speakers with accommodations in Manila ▪ Overtime <p>Requirements:</p> <ol style="list-style-type: none"> 1) Van preferably Toyota Grandia Van (not older than for the period 2017 (2017-2022), 10-seater or bigger, fully air-conditioned, with current registration and insurance. 2) Rates must include the use of vehicles, drivers' services, drivers' meals, toll fees with RFID and communication expenses. 3) Drivers must have at least five (5) years of experience as professional drivers, be familiar with the major and minor routes in the areas within 		
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	<p>Metro Manila and Cavite and must be presentable.</p> <p>4) Must be equipped with a cellphone for easy communication with passengers.</p> <p>5) The service provider must have a DOT Accreditation Certificate.</p> <p>6) Provide point person/coordinators/dispatchers.</p> <p>Drivers to be assigned to the project: Qualifications of Drivers:</p> <ul style="list-style-type: none"> ▪ Fit to work especially on/during overtime. ▪ Must be polite and courteous, drive carefully/cautiously, adhere to road courtesy, prompt in reporting based on agreed time. ▪ Must be presentable, clean-cut (hair) ▪ Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination. ▪ Must be/holders of valid Professional Driver’s License. ▪ With trip ticket available when on/during duty. ▪ Must present a negative result of RT-PCR Test within 48 hours prior to the start of assignment. <p>Dress Code:</p> <ul style="list-style-type: none"> ▪ Polo Barong with inside shirt and black pants or the Company Uniform ▪ Clean black shoes ▪ Must wear company IDs all throughout the event <p>Additional Bidder’s Qualifications:</p> <ul style="list-style-type: none"> ▪ Must be a Transportation Operator/Tour Operator ▪ Must be Department of Tourism (DOT) accredited ▪ With at least five (5) years of experience 		
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	<ul style="list-style-type: none"> ▪ Provide point person/coordinators/dispatchers during event ▪ Vehicles and drivers must be available in case of overtime ▪ Must have handled similar project for the last five (5) years <p>Budget Breakdown/Vehicle Requirements:</p> <p>Transportation requirements for the Secretariat and Foreign Speaker with Accommodation in Manila:</p> <table border="1" data-bbox="379 678 959 974"> <thead> <tr> <th>No. of Van</th> <th>No. of days</th> <th>Rate per day (12hrs)</th> <th>Cost Estimate per day</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20</td> <td>P14,000.00</td> <td>P280,000.00</td> </tr> <tr> <td>1</td> <td>20</td> <td>P14,000.00</td> <td>P280,000.00</td> </tr> <tr> <td>1</td> <td>20</td> <td>P14,000.00</td> <td>P280,000.00</td> </tr> <tr> <td colspan="3">Budget for Overtime (total of 200hrs. @P800.00 per hour)</td> <td>P160,000.00</td> </tr> <tr> <td colspan="3">Total =</td> <td>PhP1,000,000.00</td> </tr> </tbody> </table> <p>Contract Duration:</p> <p>The effectivity of the Contract shall commence upon receipt by the bidder of the Notice to Proceed until the completion of the deliverable / services.</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. 3. Price quotation/rate shall be inclusive of comprehensive insurance, government tax, gasoline, skyway toll fees, and parking fees, if applicable. 	No. of Van	No. of days	Rate per day (12hrs)	Cost Estimate per day	1	20	P14,000.00	P280,000.00	1	20	P14,000.00	P280,000.00	1	20	P14,000.00	P280,000.00	Budget for Overtime (total of 200hrs. @P800.00 per hour)			P160,000.00	Total =			PhP1,000,000.00		
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<p>Legal Requirements</p>	<ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor’s permit 3. SEC/DTI Registration Certificate 4. Income/Business Tax Return 5. Notarized Omnibus Sworn Statement 6. Duly Signed Bid Quotation/Proposal 7. Duly Accomplished Statement of Compliance to the Technical Specifications (“Annex A”) 																										

	8. Company Profile (new supplier)		
Terms of Payment	<ul style="list-style-type: none"> ▪ Payment shall be processed upon complete delivery of the services and receipt of all billings and all needed documents subject to the usual government accounting and auditing rules and regulations. ▪ Billing shall be based on the actual usage of vehicles (with regard to the type of vehicle, total time of usage, and destination of the trip). ▪ Send-bill arrangement MICECON 2023 Secretariat/Tourism Promotions Board (TPB). 		
ABC	<ul style="list-style-type: none"> ▪ The Approved Budget for the Contract (ABC) is PhP1,000,000.00 net (inclusive of applicable taxes). ▪ Rate inclusive of comprehensive insurance, government tax, gasoline, skyway toll fees, and parking fees, if applicable. 		

Kindly submit your quotation and legal documents through email at **neriesse_casitas@tpb.gov.ph** not later than **19 January 2023 at 5:00PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Furthermore, 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.

NERIESSE ANNE B. CASITAS
(8) 525-7312 local 273