

## REQUEST FOR QUOTATION

February 24, 2023

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

**Quotation No.** TPB-PR.2023.02.034

### REQUIREMENTS: Tour Operator Services for Foreign Speakers Post-Tour

| Quantity | Particulars   | Estimated Unit Price | Estimated Total Amount |
|----------|---|----------------------|------------------------|
| 1 LOT    | <p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Accomplished Statement of Compliance to the Technical Specifications</li> </ol> <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> <li>5. SEC/DTI Certificate of Registration</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance to the Technical Specifications</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> | PhP666,000.00        | PhP666,000.00          |
| Terms    | 30 days upon receipt of invoice   |                      |                        |

|     |   |  |  |
|-----|---|--|--|
| ABC | Approved Budget for Contract (ABC) is<br>PhP666,000.00 inclusive of all applicable<br>taxes |  |  |
|-----|---|--|--|

Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **March 2, 2023 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)

**ELOISA A. ROMERO**

Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**MR. SOCRATES G. TORRES**  
(8) 525-9318 local 266

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**  
**REQUIREMENTS: Tour Operator Services for Foreign Speakers Post-Tour**

**Quotation No. TPB-PR.2023.02.034**

**[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                    | Foreign Speakers’ Tour (3D/2N) and Manila Accommodations   |   |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| 2                    | FOREIGN SPEAKERS’ TOUR<br>Number of participants:<br>Minimum pax : 7 pax<br>Indicative Dates: 04-06 March 2023   |   |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| 3                    | <table border="1"> <thead> <tr> <th colspan="3">Transportation</th></tr> <tr> <th>Date Needed</th><th>Particulars</th><th>No. of Pax</th></tr> </thead> <tbody> <tr> <td colspan="3">Land:</td></tr> <tr> <td>04-06 March 2023</td><td>One (1) coaster (2008 model or newer) with driver (inclusive of gas, parking fees and overtime fees) for transfer-in and out from Hotel to Wharf to Airport</td><td>7 pax</td></tr> <tr> <td>04-06 March 2023</td><td>Additional one (1) passenger van for luggage (inclusive of driver and gas)</td><td></td></tr> <tr> <td colspan="3">Water:</td></tr> <tr> <td>04-06 March 2023</td><td>Water vessel exclusive for the group equipped with safety gears and safety security officer.</td><td>7 pax</td></tr> <tr> <th colspan="3">Accommodation</th></tr> <tr> <td>04-06 March 2023</td><td>7 deluxe rooms or its equivalent in a 4-star hotel or AAA resort for two (2) nights based on single occupancy with breakfast</td><td>7 pax</td></tr> <tr> <th colspan="3">Food and Beverage</th></tr> <tr> <td>04-06 March 2023</td><td>Three (3) incentivized lunches including am and pm snacks with one (1) round of drinks per meal amounting to PhP2,000.00 per pax/ meal</td><td>7 pax</td></tr> <tr> <td>04 and 05 March 2023</td><td>Two (2) dinners with cultural or musical entertainment with one (1) round of drink per meal amounting to PhP2,000.00 per pax/ meal</td><td>7 pax</td></tr> <tr> <th colspan="3">Other Requirements</th></tr> <tr> <th>Date Needed</th><th>Particulars</th><th>No. of Pax</th></tr> </tbody> </table> | Transportation                              |  |  | Date Needed | Particulars | No. of Pax | Land: |  |  | 04-06 March 2023 | One (1) coaster (2008 model or newer) with driver (inclusive of gas, parking fees and overtime fees) for transfer-in and out from Hotel to Wharf to Airport | 7 pax | 04-06 March 2023 | Additional one (1) passenger van for luggage (inclusive of driver and gas) |  | Water: |  |  | 04-06 March 2023 | Water vessel exclusive for the group equipped with safety gears and safety security officer. | 7 pax | Accommodation |  |  | 04-06 March 2023 | 7 deluxe rooms or its equivalent in a 4-star hotel or AAA resort for two (2) nights based on single occupancy with breakfast | 7 pax | Food and Beverage |  |  | 04-06 March 2023 | Three (3) incentivized lunches including am and pm snacks with one (1) round of drinks per meal amounting to PhP2,000.00 per pax/ meal | 7 pax | 04 and 05 March 2023 | Two (2) dinners with cultural or musical entertainment with one (1) round of drink per meal amounting to PhP2,000.00 per pax/ meal | 7 pax | Other Requirements |  |  | Date Needed | Particulars | No. of Pax |  |
| Transportation       |  |   |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| Date Needed          | Particulars  | No. of Pax                                  |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| Land:                |  |   |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| 04-06 March 2023     | One (1) coaster (2008 model or newer) with driver (inclusive of gas, parking fees and overtime fees) for transfer-in and out from Hotel to Wharf to Airport  | 7 pax                                       |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| 04-06 March 2023     | Additional one (1) passenger van for luggage (inclusive of driver and gas)   |   |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| Water:               |  |   |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| 04-06 March 2023     | Water vessel exclusive for the group equipped with safety gears and safety security officer.   | 7 pax                                       |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| Accommodation        |  |   |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| 04-06 March 2023     | 7 deluxe rooms or its equivalent in a 4-star hotel or AAA resort for two (2) nights based on single occupancy with breakfast   | 7 pax                                       |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| Food and Beverage    |  |   |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| 04-06 March 2023     | Three (3) incentivized lunches including am and pm snacks with one (1) round of drinks per meal amounting to PhP2,000.00 per pax/ meal   | 7 pax                                       |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| 04 and 05 March 2023 | Two (2) dinners with cultural or musical entertainment with one (1) round of drink per meal amounting to PhP2,000.00 per pax/ meal   | 7 pax                                       |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| Other Requirements   |  |   |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |
| Date Needed          | Particulars  | No. of Pax                                  |  |  |             |             |            |       |  |  |                  |   |       |                  |  |  |        |  |  |                  |  |       |               |  |  |                  |  |       |                   |  |  |                  |  |       |                      |  |       |                    |  |  |             |             |            |  |

|  |                  |  |       |  |
|--|------------------|--|-------|--|
|  | 04-06 March 2023 | One (1) DOT- accredited Regional Tour Guide with previous experience as Tour Guide in previous TPB-initiated domestic and international familiarization trips  | 7 pax |  |
|  | 04 March 2023    | Incentivized tour kits (to include travel necessities) preferably sourced from the local community: <ul style="list-style-type: none"> <li>• Tissue</li> <li>• Wipes</li> <li>• 70 ml refillable sanitizer/alcohol</li> <li>• face masks</li> <li>• mints</li> <li>• mosquito repellent</li> <li>• fan</li> </ul>  | 7 pax |  |
|  | 04-06 March 2023 | First Aid Kit on board the vehicles with basic medicines: <ul style="list-style-type: none"> <li>o antacid for upset stomach, headache</li> <li>o antihistamine for allergies, diarrhea, motion sickness, fever</li> <li>o pain reliever</li> <li>o povidone iodine</li> <li>o band aids</li> <li>o gauze pads</li> <li>o surgical tape</li> <li>o scissors</li> </ul> <i>(first aid kit to be given to the TPB coordinator after the event)</i> | 7 pax |  |
|  | 04-06 March 2023 | Stand-by paramedics at identified locations in coordination with Region XI or Davao City   | 7 pax |  |
|  | 04-06 March 2023 | Incentivized tour program (in booklet form) with directory of suppliers including wellness, water-sports, island hopping and snorkeling activities   | 7 pax |  |
|  | 04-06 March 2023 | Tokens and destination-based giveaways to include one (1) welcome gift plus 3 pillow gifts for each guest that are sourced from the local community and advocates sustainability. The proposed design must not reflect the tour operator's logo and should be subject to TPB's approval prior to production/printing amounting to PhP2,000 per pax.  | 7 pax |  |
|  | 04 March 2023    | Banners (for group pictorial) and appropriate bus signage, design/specs subject to TPB's approval  |       |  |
|  | 03 March 2023    | All assigned personnel of the service provider (tour coordinator, drivers, tour guide, photographer, videographer, etc.) must submit the following to TPB: <ul style="list-style-type: none"> <li>• Proof of full vaccination with one (1) booster to concerned TPB Project Officer/s</li> <li>• Negative result from Rapid Antigen Test (COVID-19) with a negative result within 24 hours before the tour</li> </ul>                            |       |  |
|  | 04-06 March 2023 | Snacks on board, cold towels and drinking water (Note: No mineral water in plastic bottles must be provided. Tumblers to be provided to the participants.)   | 7 pax |  |
|  | 04-06 March 2023 | Covid-19 RT-PCR test for the participants as maybe required by the LGU (24 hours prior to the tour / upon arrival in destination/s)  | 7 pax |  |
|  | 04-06 March 2023 | Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP50,000.00   | 7 pax |  |

| 4       | Project Implementation Schedule<br>March 4-6, 2023 MICECON Davao Post Tour – Foreign Speakers   |  |               |         |   |                         |  |       |            |  |  |  |
|---------|---|--|---------------|---------|---|-------------------------|--|-------|------------|--|--|--|
| 5       | ADDITIONAL TECHNICAL REQUIREMENTS<br>1. Assistance in preparing/ securing entry documents, as necessary.<br>2. Willingness to respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB.<br>3. Willing to provide services on a “send-bill” arrangement.<br>4. Bidders 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.<br>5. Tour activities and/or schedules/dates may still be changed based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions.<br>6. 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.<br>7. Valid Department of Tourism (DOT) Certificate of Accreditation. |  |               |         |   |                         |  |       |            |  |  |  |
| 6       | CONTRACT DURATION<br>Shall commence from the issuance of the Notice To Proceed (NTP) until full/complete delivery of requirements.  |  |               |         |   |                         |  |       |            |  |  |  |
| 7       | TERMS OF PAYMENT<br><br>Send the bill to the Tourism Promotions Board after the full completion of requirements. One time engagement, payment will be paid upon receipt of Statement of Account or Billing.   |  |               |         |   |                         |  |       |            |  |  |  |
| 8       | <table><tr><th>LOT NO.</th><th>DESTINATION/S</th><th>Remarks</th></tr><tr><td>1</td><td>DAVAO MICECON Post Tour</td><td>Supplier will be paid once the Travel was completed.</td></tr><tr><td>TOTAL</td><td>666,000.00</td><td></td></tr></table>   | LOT NO.  | DESTINATION/S | Remarks | 1 | DAVAO MICECON Post Tour | Supplier will be paid once the Travel was completed. | TOTAL | 666,000.00 |  |  |  |
| LOT NO. | DESTINATION/S   | Remarks  |               |         |   |                         |  |       |            |  |  |  |
| 1       | DAVAO MICECON Post Tour   | Supplier will be paid once the Travel was completed. |               |         |   |                         |  |       |            |  |  |  |
| TOTAL   | 666,000.00  |  |               |         |   |                         |  |       |            |  |  |  |
| 9       | Note: The bidders are encouraged to have a Landbank account. Payment will be made through Land Bank of the Philippines bank deposit. Otherwise, bank charges will be shouldered by the service provider.  |  |               |         |   |                         |  |       |            |  |  |  |
| 10      | APPROVED BUDGET FOR THE CONTRACT<br><br>The total approved budget for 1 Lot is SIX HUNDRED SIXTY-SIX THOUSAND PESOS ONLY (PhP666, 000.00), inclusive of all applicable tax and fees.  |  |               |         |   |                         |  |       |            |  |  |  |

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



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





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

\_\_\_\_\_  
Date

**Itinerary for FOREIGN SPEAKERS**

**Indicative dates and activities**




|               |   |   |
|---------------|---|---|
| <b>Day 01</b> |   |   |
| 11:00 a.m. -  | check-out (Foreign Speakers/<br>MICE CAC/ TPB)  |   |
| 11:45 a.m.    | <p>Transfer to Pearl Farm Marina Wharf to Pearl Farm Beach Resort Parola.</p> <p><i>Participants will be transported by a private boat transfer for a 40 minute boat ride to get to a private resort along Davao Gulf.</i></p> <p><i>While on our way to Samal Island participants will have the chance to eat local fresh fruits while on board.</i></p>  | <p><i>During the actual implementation:</i></p> <p>Participants will be welcomed by music from a kulintang and were served with complimentary drinks</p> <p>Quick Orientation about the Resort c/o Pearl Farm Beach Resort Management</p> |
| 12:30 n.n.    | <p>Proceed to Maranao Restaurant for Lunch</p>   |   |
| 1:30 p.m.     | Check-in at Samal House   | <i>Participants will be given chance to choose their</i>  |

|                  |   |                                  |
|------------------|---|----------------------------------|
|                  |    | <i>schedule of SPA Treatment</i> |
| <b>5:00 p.m.</b> | <p>Assembly at Marano Restaurant and proceed to Mandaya Weaving Center.</p>  |                                  |
| <b>5:30 p.m.</b> | <p>Cocktails at 360 degree Parola</p>                                      |                                  |
| <b>6:30 p.m.</b> | <p>Transfer to Malipano Island with cultural presentation</p>              |                                  |
| <b>8:00 p.m.</b> | <p>Back to Samal Island Pearl Farm</p>  |                                  |



|  |              |  |
|--|--------------|--|
|  | Beach Resort |  |
|--|--------------|--|

## DAY 02

|                   |   |  |
|-------------------|---|--|
| <b>8:00 a.m.</b>  | Breakfast   |  |
| <b>9:00 a.m.</b>  | Start of the Island water tou Taklubo Tours - (Giant Clam Sanctuary)<br> |  |
|                   | Snorkeling at the Coral Garden<br>                                      |  |
| <b>12:00 n.n.</b> | Lunch at Malipano Island<br>  | <i>Food Demonstration of Sinuglaw and other local Davao Culinary Food.</i> |
| <b>3:00 p.m.</b>  | Back to Samal Island Resort Pearl Farm Beach Resort   | <i>Distribution of Tokens to participants</i>                              |
| <b>6:30 p.m.</b>  | Dinner along Pearl Farm Beach Shore   |  |





### Day 03

|                   |   |  |
|-------------------|---|--|
|                   |   |  |
| <b>7:00 a.m.</b>  | Breakfast   |  |
| <b>8:00 a.m.</b>  | Participants can avail of any water sports activity |  |
| <b>10:30 a.m.</b> | Check-out and proceed to Parola                     |  |
| <b>11:15 a.m.</b> | Estimated time of Arrival at Pearl Farm Wharf       |  |
| <b>11:30 a.m.</b> | Mobile to Marina-Tuna restaurant                    |  |
| <b>1:00 p.m.</b>  | Proceed to Airport                                  |  |
| <b>1:30 p.m.</b>  | ETA at the Airport                                  |  |
| <b>3:00 p.m.</b>  | Flight back to Manila                               |  |