

REQUEST FOR QUOTATION

February 17, 2023

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

Request for Quotation No. TPB-PR.2023.02.027

REQUIREMENTS: Tour Operator Services for MICECON 2023 TPB-invited Media
01-04 March 2023 (Indicative Dates)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specifications 3. DOT Accreditation Certificate <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. BIR Certificate of Registration 4. Notarized Omnibus Sworn Statement 5. SEC/DTI Certificate of Registration <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance to the Technical Specifications <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. 	PhP500,000.00	PhP500,000.00
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents thru email at **soleil_fajardo@tpb.gov.ph** not later than **February 27, 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.



ELOISA A. ROMERO

Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

MS. SOLEIL MOON FAJARDO
(8) 525-9318 to 27 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: Tour Operator Services for MICECON 2023 TPB-invited Media 01-04 March 2023 (Indicative Dates)

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

Detailed Requirements			Statement of Compliance*
I. Can provide tour operator services as per the terms and conditions herein stated for Manila and Cebu-based Media and Influencers Arrangement 4D/3N Number of participants: 13 pax Minimum pax guarantee: 9 pax Indicative Dates: 01 - 04 Mar 2023			
II. Can deliver the following scope of work			
Round-trip Airtickets			
Date Needed	Particulars	No. of Pax	
01, 02, 03, 04, and 08 Mar 2023	Rebookable, reroutable and refundable economy air tickets inclusive of 20 kls. baggage allowance, other taxes & applicable charges with comprehensive travel insurance Route: Manila to Davao Date: 01 Mar 2023 Flight: PR1813 ETD/ETA: 0925/1120 (6 economy tickets) Route: Manila to Davao Date: 01 Mar 2023 Flight: PR1819 ETD/ETA: 1840/2040	13 pax	

	<p>(3 economy tickets, 1 business class ticket but pax will pay the difference and 1 economy ticket to be shouldered by pax)</p> <p>Route: Cebu to Davao Date: 02 Mar 2023 Flight: PR2363 ETD/ETA: 0905/1025 (1 economy comfort class ticket but seat must be front and aisle seat or business class)</p> <p>Route: Manila to Davao Date: 03 Mar 2023 Flight: PR1811 ETD/ETA: 0635/0835 (1 economy ticket)</p> <p>Route: Davao to Manila Date: 02 Mar 2023 Flight: PR1820 ETD/ETA: 2130/2320 (1 economy ticket)</p> <p>Route: Davao to Manila Date: 04 Mar 2023 Flight: PR1812 ETD/ETA: 0925/1125 (9 economy tickets, and 1 economy ticket to be shouldered by pax)</p> <p>Route: Davao to Manila Date: 08 Mar 2023 Flight: PR1820 ETD/ETA: 2130/2320 (1 business class ticket but pax will pay the difference)</p> <p>Route: Davao to Cebu Date: 04 Mar 2023</p>			
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	Flight: PR2346 ETD/ETA: 0850/0950 (1 economy comfort class ticket but seat must be front and aisle seat or business class)			
Land Transportation				
01 to 04 Mar 2023	Three (3) passenger vans to be used for airport transfers, hotel transfers, tour itinerary venues, and to/from official event venues with the following specifications: <ul style="list-style-type: none"> ○ 2018 model or newer ○ 12-seater per unit ○ with driver (must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the arrangement ○ inclusive of gas, parking fees and overtime fees 	13 pax		
Accommodation				
01 – 04 Mar 2023	Three (3) single occupancy deluxe and three (3) double occupancy deluxe rooms in one of the MICECON 2023 Official Hotels: <ul style="list-style-type: none"> ● Dusit Thani Hotels* for three (3) nights with breakfast and welcome drinks ➤ Check in: 01 Mar 2023 ➤ Check out: 04 Mar 2023 One (1) single occupancy deluxe occupancy deluxe rooms in one of the MICECON 2023 Official Hotels: <ul style="list-style-type: none"> ● Dusit Thani Hotels* 	8 rooms		

02 – 04 Mar 2023	<p>for two (2) nights with breakfast and welcome drinks</p> <ul style="list-style-type: none"> ➤ Check in: 01 Mar 2023 ➤ Check out: 03 Mar 2023 <p>One (1) single occupancy deluxe room in one of the MICECON 2023 Official Hotels:</p> <ul style="list-style-type: none"> ● Dusit Thani Hotels* <p>for two (2) nights with breakfast and welcome drinks</p> <ul style="list-style-type: none"> ➤ Check in: 02 Mar 2023 ➤ Check out: 04 Mar 2023 <p>*Special MICECON 2023 rates are available for MICECON 2023 delegates in these hotels</p>			
Other Requirements				
01 – 04 Mar 2023	<p>First Aid Kit on board the vehicles with basic medicines:</p> <ul style="list-style-type: none"> ○ antacid for upset stomach, headache ○ antihistamine for allergies, diarrhea, motion sickness, fever ○ pain reliever ○ povidone iodine ○ band aids ○ gauze pads ○ surgical tape ○ scissors <p><i>(first aid kit to be given to the TPB coordinator after the event)</i></p>	12 pax		

01 Mar 2023	All assigned personnel of the service provider (tour coordinator, drivers, etc.) must submit the following to TPB: <ul style="list-style-type: none"> • Proof of full COVID-19 vaccination • With one (1) booster OR negative result from Rapid Antigen Test (COVID-19) with a negative result within 24 hours before the event 			
01 – 04 Mar 2023	Provision for on-site related expenses (i.e. meals at the airport, during tour, etc), incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to Php20,000.00.			
III. Can deliver/comply with the following additional requirements: <ol style="list-style-type: none"> 1. Assistance in preparing/ securing entry documents, as necessary. 2. Must 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 at no additional cost. 3. Must provide services on a "send-bill" arrangement. 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. 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. 6. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. Any event sponsorship (hosted/discounted) will be deducted from the bid amount, if any. Thus, the tour operator will bill TPB based on the actual cost. 7. Valid Department of Tourism (DOT) Certificate of Accreditation. 				
IV. Compliant with the following qualifications: <ol style="list-style-type: none"> 1. Must be a Filipino-owned, operated and legally registered Tour Operator/ Travel Agency under the Philippine Laws; and 2. Must have been in operation for at least three (3) years handling similar projects related to incentivized programs. 				
V. Compliant with the approved budget for the contract: Php500,000.00				

<p>VI. Compliant with the terms of payment</p> <p>Send the bill to the Tourism Promotions Board after the completion of services with corresponding attachments such as trip tickets, hotel guest folios, boarding passes, and other necessary documents.</p> <p>Notes:</p> <p>The bidders are encouraged to have a Land bank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.</p>	
<p>VII. Compliant with the contract duration</p> <p>Shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.</p>	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date

**TECHNICAL SPECIFICATIONS
FOR THE
TOUR OPERATOR SERVICES FOR
MICECON 2023 TPB-INVITED MEDIA and POST-TOURS
*as of 21 Feb 2023***

I.BACKGROUND

The Philippine MICE Conference (MICECON), the country's largest gathering of Meetings, Incentive Travel, Conventions and Exhibitions (MICE) professionals in the Philippines, will be held on 01-03 March 2023 in the City of Davao. It will be held as a three-day educational event in hybrid format with the following event components:

- First-Time Attendees Session
- Corporate Social Responsibility Event
- Philippine MICE Youth Challenge
- Plenary and Breakout Education Sessions
- Pre-event and Post Event Tours

MICECON will be held in partnership with the City of Davao, in line with the City's Strategic MICE Masterplan, that aims to improve the competitiveness level of the local MICE destination. The event will feature a global perspective on the MICE industry by inviting international and local speakers to tackle high-level issues about the sector, provide updates on global marketing strategies and current best practices in the new normal.

II.Objectives

Specifically, the TPB is in need of tour operator services during MICECON 2023 for the smooth implementation of the event that aims to showcase new development, establishments and products / services promoting local culture, heritage, and cuisine of Davao City and promote the new tourism circuits being offered in Davao Region while ensuring the highest level of safety and security during the tours.

III.Scope of Services

The TPB shall procure the services of a tour operator/destination management company for the provision of the following requirements which shall be opened for public bidding based on the lot identified below:

ABC	Detailed Requirements		
Manila and Cebu-based Media and Influencers Arrangement 4D/3N PHP 500,000.00	Number of participants: 13 pax		
	Minimum pax guarantee: 09 pax		
	Indicative Dates: 01 - 04 Mar 2023		
	Round-trip Airtickets		
	Date Needed	Particulars	No. of Pax

	01, 02, 03, 04, 08 Mar 2023	<p>Rebookable, reroutable and refundable economy air tickets inclusive of 20 kls. baggage allowance, other taxes & applicable charges with comprehensive travel insurance</p> <p>Route: Manila to Davao Date: 01 Mar 2023 Flight: PR1813 ETD/ETA: 0925/1120 (6 economy tickets)</p> <p>Route: Manila to Davao Date: 01 Mar 2023 Flight: PR1819 ETD/ETA: 1840/2040 (3 economy tickets, 1 business class ticket but pax will pay the difference and 1 economy ticket to be shouldered by pax)</p> <p>Route: Cebu to Davao Date: 02 Mar 2023 Flight: PR2363 ETD/ETA: 0905/1025 (1 economy comfort class ticket but seat must be front and aisle seat or business class)</p> <p>Route: Manila to Davao Date: 03 Mar 2023 Flight: PR1811 ETD/ETA: 0635/0835 (1 economy ticket)</p> <p>Route: Davao to Manila Date: 02 Mar 2023 Flight: PR1820 ETD/ETA: 2130/2320 (1 economy ticket)</p> <p>Route: Davao to Manila Date: 04 Mar 2023 Flight: PR1812</p>	13 pax	
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		<p>ETD/ETA: 0925/1125 (9 economy tickets, and 1 economy ticket to be shouldered by pax)</p> <p>Route: Davao to Manila Date: 08 Mar 2023 Flight: PR1820 ETD/ETA: 2130/2320 (1 business class ticket but pax will pay the difference)</p> <p>Route: Davao to Cebu Date: 04 Mar 2023 Flight: PR2346 ETD/ETA: 0850/0950 (1 economy comfort class ticket but seat must be front and aisle seat or business class)</p>	
	Land Transportation		
	01 to 04 Mar 2023	<p>Three (3) passenger vans to be used for airport transfers, hotel transfers, tour itinerary venues, and to/from official event venues with the following specifications:</p> <ul style="list-style-type: none"> ○ 2018 model or newer ○ 12-seater per unit ○ with driver (must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the arrangement ○ inclusive of gas, parking fees and overtime fees 	13 pax
	Accommodation		
	01 – 04 Mar 2023	<p>Three (3) single occupancy deluxe and three (3) double occupancy deluxe rooms in one of the MICECON 2023 Official Hotels:</p> <ul style="list-style-type: none"> ● Dusit Thani Hotels* for three (3) nights with breakfast and welcome drinks <input type="checkbox"/> Check in: 01 Mar 2023 <input type="checkbox"/> Check out: 04 Mar 2023 	8 rooms

	02 – 04 Mar 2023	<p>One (1) single occupancy deluxe occupancy deluxe rooms in one of the MICECON 2023 Official Hotels:</p> <ul style="list-style-type: none"> ● Dusit Thani Hotels* for two (2) nights with breakfast and welcome drinks <p><input type="checkbox"/> Check in: 01 Mar 2023</p> <p><input type="checkbox"/> Check out: 03 Mar 2023</p> <p>One (1) single occupancy deluxe room in one of the MICECON 2023 Official Hotels:</p> <ul style="list-style-type: none"> ● Dusit Thani Hotels* for two (2) nights with breakfast and welcome drinks <p><input type="checkbox"/> Check in: 02 Mar 2023</p> <p><input type="checkbox"/> Check out: 04 Mar 2023</p> <p>*Special MICECON 2023 rates are available for MICECON 2023 delegates in these hotels</p>	
	Other Requirements		
	01 – 04 Mar 2023	<p>First Aid Kit on board the vehicles with basic medicines:</p> <ul style="list-style-type: none"> ○ antacid for upset stomach, headache ○ antihistamine for allergies, diarrhea, motion sickness, fever ○ pain reliever ○ povidone iodine ○ band aids ○ gauze pads ○ surgical tape ○ scissors <p><i>(first aid kit to be given to the TPB coordinator after the event)</i></p>	12 pax

	01 Mar 2023	All assigned personnel of the service provider (tour coordinator, drivers, etc.) must submit the following to TPB: <ul style="list-style-type: none"> • Proof of full COVID-19 vaccination • With one (1) booster OR negative result from Rapid Antigen Test (COVID-19) with a negative result within 24 hours before the event 	
	01 – 04 Mar 2023	Provision for on-site related expenses (i.e. meals at the airport, during tour, etc), incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to Php20,000.00.	

IV. Project Implementation Schedule

DESTINATIONS	DATES
Manila and Cebu-Based Media Guests Arrangement	01 March – 04 March 2023

V. ADDITIONAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Must 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 at no additional cost.
3. Must provide services on a "send-bill" arrangement.
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.
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.
6. Bidders must submit completed projects for at least three (3) years
7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. Any event sponsorship (hosted/discounted) will be deducted from the bid amount, if any. Thus, the tour operator will bill TPB based on the actual cost.
8. Valid Department of Tourism (DOT) Certificate of Accreditation.

VI. QUALIFICATIONS OF BIDDER

1. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under the Philippine Laws.

2. Must have been in operation for at least three (3) years handling similar projects related to incentivized programs.
3. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

VII. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the lot is **FIVE HUNDRED THOUSAND PESOS ONLY (PhP500,000.00)** inclusive of all applicable taxes and fees.

VIII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the completion of services with corresponding attachments such as trip tickets, hotel guest folios, boarding passes, and other necessary documents.

Notes:

The bidders are encouraged to have a Land bank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

IX. CONTRACT DURATION

Shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.

X. CONTACT INFORMATION

	Anthea Reine Ifurung thea_ifurung@tpb.gov.ph / dan_ferrolino@tpb.gov.ph / ochie_cruz@tpb.gov.ph / april_enerio@tpb.gov.ph
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M.I.C.E. CON 2023

Itinerary for Media and Influencer/Celebrity Guests

01-04 March 2023

As of Feb 21, 2023

01 March, Wednesday		
Attire for the Day: Colors of the Earth (blue, green, brown, and white) or Plantito/Plantitas’ and Animal Lovers’ apparel		
07:00	GROUP 1- Meet in NAIA Terminal 2	Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Apples Aberin
09:25-11:20	PR1813 flight from Manila to Davao	Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Apples Aberin
11:30-12:00	Pick up and head straight to welcome brunch	2 vans needed
12:00-13:30	Welcome Brunch in Made Simple (Sponsorship: 15k plus 1 bottle of wine)	Hosted by COO Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Apples Aberin
13:30-17:00	Half-day City Tour -San Pedro Square / City Hall of Davao -Poblacion Market -Malagos Homegrown Theme: Kadayawan Adventure	COO to tour with media/celeb/influencer guests, board, speakers Participants: Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Apples Aberin 1 van needed
17:00	Travel to Dusit/Check-in/Relax and freshen up	Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Apples Aberin
16:00	GROUP 2- Meet in NAIA Terminal 2	Passengers: Liz Uy, Jing Monis, USec Marge Guttierrez, USec Anna Mae Lamentillo, Crystal Bagatsing
18:40-20:40	PR1819 flight from Manila to Davao	
20:40	Pick up and head to Dusit hotel to check in	
18:30	Travel to Waterfront Insular for Welcome Dinner	Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Apples Aberin
19:00-21:00	Welcome Dinner Reception Host: Department of Tourism Region XI Waterfront Insular Hotel Davao Theme: Davao Culinary Magic	
02 March, Thursday		
Attire for the Day: Philippine textiles from different regions		
07:00	Cebu Airport	Passenger: Kaye Abad
09:05-10:25	PR2345 flight from Cebu to Davao	Passenger: Kaye Abad
10:25	Pick up and head straight to meeting place	Passenger: Kaye Abad

	for Lubi Plantation trip (Catamaran)	
08:30-09:15	<p>Opening Ceremony/Opening Show</p> <p>Welcome Remarks Maria Esperanza Christina Garcia Frasco Secretary, Department of Tourism</p> <p>Keynote Speaker Sara Duterte Vice President, Republic of the Philippines</p>	<p>Participants: Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Jing Monis, Kaye Abad, Liz Uy, Cong. Migs Nograles, Usec Anna Mae, Usec Marge, Crystal Bagatsing, Apples Aberin (Plus 1 more) COO to join guests (2 vans required)</p>
09:15-10:00	<p>Press Conference</p> <ul style="list-style-type: none"> - Vice President Sara Duterte - Tourism Secretary Maria Esperanza Christina Garcia Frasco - TPB COO Maria Margarita Montemayor Nograles - Davao City Mayor Sebastian Z. Duterte - Invited Manila- and Davao-based media and influencers <p>Venue: Function Room 1</p>	
10:30	Depart for Lubi Plantation Davao	
11:30-17:00	Lunch and afternoon in Lubi Plantation Davao	
17:00	Return to hotel to rest and freshen up for dinner	
18:30	Usec Anna Mae Lamentillo to head to airport for return flight from Davao to Manila (PR1820)	
19:00	Travel to SM Lanang	
19:30-21:00	<p>Mayor's Night (Dinner Reception) Venue: SM Lanang Premier Event Area Host : City Government of Davao Theme: 11 Tribes of Davao</p>	
03 March, Friday		
Attire of the Day: Airport Outfits or Land, Sea or Space Explorers' Apparel		
04:30	Naia Terminal 2	<p>Passenger: Chaye Revilla 1 van</p>
06:35-08:35	PR1811 flight from Manila to Davao	
08:35	Pick up Chaye and head to Dusit to check in	
	Morning at leisure or feel free to join any of the breakout sessions	<p>Chaye Revilla, Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Jing Monis, Kaye Abad, Liz</p>
11:45-12:30	Travel to Lunch Venue	

		Uy, Cong. Migs Nograles, Usec Anna Mae, Usec Marge, Crystal Bagatsing, Apples Aberin 2 vans required
12:15-13:30	Lunch at Dusit D2 Davao Theme: Asian Fusion	COO to join guests
13:30-16:00	Cheese and chocolate Tasting by Olive Puentespina At Malagos Farmhouse	Chaye Revilla, Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Jing Monis, Kaye Abad, Liz Uy, Cong. Migs Nograles, Usec Anna Mae, Usec Marge, Crystal Bagatsing, Apples Aberin 2 vans required
16:00	Travel back to Dusit to relax and prepare for dinner	
17:00	Makeup and cocktails in COO’s suite	
18:30	Travel to The Tent at Azuela Cove	
19:00-21:00	Farewell Dinner Host: Tourism Promotions Board (TPB) Philippines Venue: The Tent at Azuela Cove Theme: Padayon or Airplanes to Davao	
04 March, Saturday		
07:00	Leave Dusit to go to Davao Airport	Chaye Revilla, Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Jing Monis, Kaye Abad, Liz Uy, Usec Anna Mae, Usec Marge, Crystal Bagatsing, Apples Aberin 2 vans required
08:50-09:50	PR2363 flight from Davao to Cebu	Passenger: Kaye Abad
09:25-11:25	PR1812 flight from Davao to Manila	Passengers: Chaye Revilla, Arnel Patawaran, Alex Vergara, Buddy Recio, Divine Recio, Jing Monis, Liz Uy, Usec Anna Mae, Usec Marge, Crystal Bagatsing, Apples Aberin
08 March, Saturday		
2130/2320	PR1818 OR PR1820 flight from Davao to Manila	Jing Monis