

## REQUEST FOR QUOTATION

27 February 2023

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

**Quotation No.** TPB-PR.2023.02.037 -2<sup>nd</sup> Posting  
**PR No.** 2.003

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE ASIAN CONFERENCE ON EMERGENCY MEDICINE (ACEM) 2023**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF WORK/SERVICES:</b></p> <p><b>A. HALF-DAY CLARK CITY TOUR (PRE-CONFERENCE TOUR)</b></p> <p><b>Date / Time:</b> 27 April 2023 (Indicative date) / morning <b>Destination:</b> Clark, Pampanga <b>Number of pax:</b> 50 pax (20 minimum guaranteed participants)</p> <ul style="list-style-type: none"> <li>○ Air-conditioned coaster for the roundtrip transfers of tour participants (2 coasters, 30-seater each)</li> <li>○ Provision of a detailed itinerary options for the half-day Clark tour (for TPB's approval)</li> <li>○ Provision of a DOT-accredited English-speaking tour guide – (2 tour guides)</li> <li>○ Refreshments and snacks to form part of the tour (AM/PM snacks only)</li> <li>○ Cold towels and bottled water</li> <li>○ First aid kit onboard the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>○ Provision of golf umbrellas</li> </ul>	PhP375,000.00	PhP375,000.00

	<p><b>B. CULTURAL ENTERTAINMENT DURING THE GALA NIGHT</b></p> <p><b>Date/Time:</b> 29 April 2023   6 – 9pm  <b>Venue:</b>SMX Convention Center Clark (TBC)  <b>Number of pax:</b> 400 pax  <b>Duration:</b> 15 – 20 minutes lively Philippine cultural dance presentation  <b>Theme:</b> Best of Philippine dances showing Luzon, Visayas and Mindanao culture</p> <ul style="list-style-type: none"> <li>○ The presentation should depict the best of the Philippine dances and fit for an international audience</li> <li>○ The presentation should be appropriate to the venue</li> <li>○ The bidder/supplier shall provide the costumes and props necessary for the performances</li> <li>○ The presentation should showcase the beauty of the Philippines and the story of the Filipinos through music and exquisite dances.</li> <li>○ The bidder/supplier must be flexible in dividing the dance presentation into sets as deemed fit in the program.</li> <li>○ Supplier shall arrange for, and shoulder, the performers’ professional fees, and production assistants; travel and other expenses, including airfare, land transportation, accommodation, meals, and other miscellaneous expenses, as needed</li> <li>○ The supplier should coordinate with the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels (if any), schedule of the dry run, and other elements of the show</li> </ul>		
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	<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> </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> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. 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>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is <b>PhP375,000.000</b> inclusive of all applicable taxes.		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **06 March 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.

  
**ROSELLE D. ROMERO** 27 February 2023  
 OIC, Procurement and General Services Division  
 Administrative Department

Contact Person **(MISS) GENESIS WEIYN B. LEE**  
 Contact No. **(8) 525-7312 local 266**