

REQUEST FOR QUOTATION

04 April 2023

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

Quotation No. TPB-PR.2023.04.059

PR No. 3.042

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE 14TH EDITION OF INTERNATIONAL CONFERENCE OF INFORMATION COMMISSIONERS (ICIC)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	SCOPE OF WORK/SERVICES:		PhP195,000.00

	<p>three years, subject to the approval of the TPB.</p> <ul style="list-style-type: none"> • Must provide professional and licensed drivers with a good personality and must be well good groomed. • Must cover gasoline expenses, tolls and parking fees. <p>B. Tour Guide</p> <ul style="list-style-type: none"> • Must engaged two (2) duly licensed and/or DOT- accredited tours guides and preferably from a known/reputable organization that provides tour guide. • Must be fluent and conversant in English and well-versed in Philippine history, culture, tradition, art as well as current events. <p>Note: Should the number of pax is only 30 pax or less, the unit of buses and the number of tour guide should be reduced.</p> <p>C. Ground Fees</p> <ul style="list-style-type: none"> • Must cover all expenses related to the conduct of the tours such entrance/admission fees, and the like. <p>D. Meals</p> <ul style="list-style-type: none"> • Must include snacks at the end of the tour, preferably featuring Filipino delicacies/snacks. Approximately PhP500.00 per pax. <p>E. Miscellaneous Expense</p> <ul style="list-style-type: none"> • Must allocate an amount of PhP30,000.00. <p>F. Others</p> <ul style="list-style-type: none"> • Must provide one (1) travel coordinator. • Must provide appropriate travel insurance coverage for passengers including TPB representative. 		
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	<ul style="list-style-type: none"> • Must submit an proposed itinerary with suggested sites/destinations to visit in MOA, BGC, MAKATI, Rizal Park, National Museum and Intramuros Areas for a half day city tour. • Must facilitate the tours to the selected sites/destinations. • Must have amenities on board (cold towels, bottled water, candies, umbrellas, wipes, alcohol, etc.). • Must have First Aid Kit onboard the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.). • Must ensure that all assigned tour personnel should be fully vaccinated (vaccination cards / DOH vaccination certificates will be required). Copies of Vaccination cards together with a negative antigen test result should be submitted to the TPB at least 24 hours prior to the trip. <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DOT Accreditation Certificate 3. SEC/DTI Registration Certificate 4. Proposed Itinerary 5. List of handled government projects similar to this for the last three (3) years. Must submit a list of government projects. <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 		
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