



REQUEST FOR QUOTATION

04 April 2023

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

Quotation No. <u>TPB-PR.2023.04.059</u>

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	PhP195,000.00
	Event	Manila Half Day City Tour		
	Date Time	22 June 2022 Thursday 1:30-4:30 PM		
	Destinations	Intramuros, Rizal Park, National Museum, MOA, BGC, Makati		
	Audience Profile	International Commissioners, Ombudsmen and Officials from across the globe		
	Number of Participants	50 pax estimated		
	Minimum Pax Guarantee	30 pax For excess in the number of participants, the tour operator shall charge the TPB based on the rate of the tour package computed per pax.		
	conditio	tion provide two (2) units ain pned 45-seater tourist buses ply, new or not older than	5.	



- three years, subject to the approval of the TPB.
- Must provide professional and licensed drivers with a good personality and must be well good groomed.
- Must cover gasoline expenses, tolls and parking fees.

B. Tour Guide

- 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.

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.

C. Ground Fees

 Must cover all expenses related to the conduct of the tours such entrance/admission fees, and the like.

D. Meals

 Must include snacks at the end of the tour, preferably featuring Filipino delicacies/snacks. Approximately PhP500.00 per pax.

E. Miscellaneous Expense

 Must allocate an amount of PhP30,000.00.

F. Others

- Must provide one (1) travel coordinator.
- Must provide appropriate travel insurance coverage for passengers including TPB representative.

- 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.

ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS

- 1. Company Profile
- 2. DOT Accreditation Certificate
- 3. SEC/DTI Registration Certificate
- 4. Proposed Itinerary
- List of handled government projects similar to this for the last three (3) years. Must submit a list of government projects.

LEGAL REQUIREMENTS

- 1. PhilGEPS Registration Certificate
- 2. Business/Mayor's permit
- 3. Income/Business Tax Return
- 4. Notarized Omnibus Sworn Statement

	Attachments: 1. Technical Specifications 2. Indicative Itinerary	
	 Note: All entries must be typewritten on your company letterhead. Price Validity shall be for a period of thirty (30) calendar days. 	
Terms	30 days upon receipt of invoice.	
ABC	Approved Budget for Contract (ABC) is PhP195,000.000 inclusive of all applicable taxes.	

Please submit your quotation and legal documents thru email at <code>genesis_lee@tpb.gov.ph</code> not later than **14** April **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.

ELOISA A. ROMERO

Head, Procurement and General Services Division Administrative Department

Contact Person Contact No.

(MISS) GENESIS WEIYN B. LEE

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