

REQUEST FOR QUOTATION

15 May 2023

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

Quotation No. TPB-PR.2023.05.084

PR No. 5.006

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TOURISM PROMOTIONS BOARD (TPB) MEMBERSHIP PROGRAM'S CORPORATE SOCIAL RESPONSIBILITY (CSR) ACTIVITY 2023

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/SERVICES:</p> <p>A. SITE VALIDATION (2D/1N) Number of participants: 3 pax Indicative Date: 09-10 June 2023</p> <p>1. <u>Accommodation</u> 2 twin sharing room with breakfast (separate beds) Must be located around San Narciso or San Felipe, Zambales</p> <p>2. <u>Land Transportation</u></p> <ul style="list-style-type: none"> - One (1) van (2018 model or newer) with driver - Inclusive of fuel, driver, toll, parking, and overtime fees - Inclusive of driver accommodation, meals and other expenses <p>Itinerary: Day 1: Residence/TPB – Zambales Day 2: Zambales – Residence/TPB</p> <p>Other requirements:</p> <ul style="list-style-type: none"> • First Aid kit on board • Provision of umbrella on board • Equipped with GPS or Waze and charge units for phones 	PhP970,000.00	PhP970,000.00

TOURISM PROMOTIONS BOARD PHILIPPINES

	<ul style="list-style-type: none"> • Driver should have strong navigation skills • Draft itinerary provided (subject to change without prior notice) • Should the bus/van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour <p>3. <u>Visit to the following:</u></p> <ul style="list-style-type: none"> • Yangil Community (interaction with the Aetas and reforestation activities) • NGO Alon and Araw (Zambales Youth) • Green Antz (Plastic Recycling Facility) • Inspection of possible accommodation for the actual run <p>B. <u>ACTUAL TOUR (2D/IN)</u></p> <p>Number of participants: 30 pax (inclusive of TPB representatives) Indicative Date: 23-24 June 2023</p> <p>1. <u>Accommodation</u> 17 twin sharing room with breakfast (separate beds) Must be located around San Narciso or San Felipe, Zambales</p> <p>2. <u>Land Transportation</u></p> <ul style="list-style-type: none"> • One (1) unit of bus and one (1) unit of van (2018 model or newer) • Adequate to transport 45-49 persons with luggage compartment and driver • Inclusive of fuel, driver, toll, parking, and overtime fees • Inclusive of driver accommodation, meals and other expenses <p>Itinerary: Day 1: TPB – Zambales Day 2: Zambales – TPB</p> <p>Other requirements:</p> <ul style="list-style-type: none"> • First Aid kit on board • Provision of umbrella on board 		
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	<ul style="list-style-type: none"> • Equipped with GPS or Waze and charge units for phones • Driver should have strong navigation skills • Draft itinerary provided (subject to change without prior notice) • Should the bus/van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour <p>3. <u>Meals</u></p> <p>Day 1:</p> <ul style="list-style-type: none"> • Packed breakfast meal with beverage for 30 pax • AM & PM Snacks for 30 pax • Lunch set with one (1) round of softdrinks or juice for 30 pax • Incentivized dinner buffet with one (1) round of softdrinks or juice for 30 pax <p>Day 2:</p> <ul style="list-style-type: none"> - AM & PM Snacks for 30 pax - Lunch set or buffet with one (1) round of softdrinks or juice for 30 pax <p>*Menu to be approved by the TPB</p> <p>*Should include chips, candies/mint, distilled or purified drinking water onboard (for refilling purposes)</p> <p>4. <u>CSR Welcome Kit and Souvenir</u></p> <p><i>Sanitary Kit for 30 pax</i></p> <ul style="list-style-type: none"> - Disposable raincoat, mosquito repellent, tissue, wet tissue, isopropyl alcohol spray, planting gloves, masks <p><i>Program Souvenir for 30 pax</i></p> <ul style="list-style-type: none"> - Sustainable/eco-friendly and/or destination-based program souvenir amounting to Php 950.00 per head* <p><i>*Note: Designs/items subject to TPB's approval</i></p> <p>5. <u>Incentivized tours and activities</u></p> <ul style="list-style-type: none"> - Inclusion of community tour guides (1 guide for every 10 participants) and gratuity/tip 		
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	<ul style="list-style-type: none"> - Reforestation activities (Seed potting, tree planting, pond/irrigation building) - Interaction with the Aetas and NGO Alon and Araw with snacks (participants and community) - Cooking demo (delicacy or local dish) - Turn-over of collected plastics to Green Antz - Provision of program banner* *Design subject to TPB's approval <p>6. <u>Photo/Video Coverage</u> Program photo and video coverage for 2 days with the following output:</p> <ul style="list-style-type: none"> - 200-250 color-enhanced photos - 3-4 minutes event highlight video in a google drive - Submission of raw videos and photos in an external drive <p>7. <u>Travel Insurance</u> Travel insurance with COVID-19 coverage worth Php100,000.00 per participant (total of 30 pax)</p> <p>8. <u>Provision of onsite related expense</u> Provision of incidental and other miscellaneous expenses amounting to Php20,000.00 (additional participants, equipment rental, porter fees, 4x4 ride, and other miscellaneous expense)</p> <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. Submit list of completed projects from 2020-2022 <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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	Attachments: <ol style="list-style-type: none"> 1. Technical Specifications 2. Itinerary of the Project 3. Statement of Compliance to the Technical Specifications Note: <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. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP970,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **22 May 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.

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