

REQUEST FOR QUOTATION

June 28, 2023

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

Quotation No. TPB-PR.2023.06.125

PR No. 6.081

REQUIREMENTS: Services of a Destination Management Company/ Tour Operator for the Media Tour and Coverage of the 11th Regional Travel Fair in Cebu City

PROJECT NAME: **MEDIA TOUR AND COVERAGE OF THE 11TH REGIONAL TRAVEL FAIR IN CEBU**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>I. SPECIFICATIONS</p> <p>Date of Event : 21-24 July 2023 Destinations : Cebu City <i>(see sample itinerary as basis)</i></p> <p>Number of Pax : 10 pax Scope of Services : Incentivized itineraries to include:</p> <p>A. Accommodation: Hotel accommodation in Deluxe category (if applicable/ available, 7 single occupancy rooms and 3 twin-sharing rooms – 3 nights and 4 days in Cebu City) with complimentary breakfast</p> <p>Preferred Hotels: Marco Polo, Radisson Blu Cebu, Holiday Inn <i>Note: Room accommodations to follow preferential rates requested. Please note that DMC should no longer mark-up on preferential rates given by the specified hotel/resort.</i></p>	PhP740,000.00	PhP740,000.00

B. Transportation:
Cover all land/air transportation requirements (gas, toll fees, etc.)

Ten (10) Rebookable, reroutable and refundable roundtrip economy air tickets inclusive of 20 kls. baggage allowance, other taxes & applicable charges with comprehensive travel insurance.

Preferred flight option:
Economy Comfort Class or Frontrow
MNL to CEB via PR 2849
CEB to MNL via PR 2850

Van rental for the following:
1. Cebu City inland transportation (airport transfer and tours, at least 2 vans, 10 pax)

Vans must be air-conditioned; must be at least 2018 model or newer with enough leg room; inclusive of drivers, gasoline, toll fees, parking fees, overtime fees, and first aid kit per vehicle. Meals and accommodation of the drivers is c/o supplier; assigned drivers must be fully-vaccinated and undergo a Rapid Antigen Test (COVID-19) within 24 hours before the arrangement.

C. Food & Beverage:
All other meals and snacks as identified in the itinerary.

D. Tours/Activities :
All paid activities/entrance fees, environmental fees; Tour Guide/s to join the whole tour

E. Tour Guide :
Tour Coordinator based in Manila to join the actual tour; One (1) DOT-accredited/licensed tour guide per destination; all personnel to be assigned must be fully vaccinated; Tour Operator assigned personnel's accommodations, transportation, and meal requirements is c/o supplier

F. Tokens :
Provision of tokens and destination-based

giveaways for 10 pax, preferably to be given upon arrival at the hotel (e.g. hygiene kit, handmade accessories, Cebu local products)

G. Others :

Provision of ten (10) FDA-approved Antigen Test Kits; other incidental expenses that may be incurred to include medical emergencies; Allocate budget (Php 15,000.00) for incidentals and on-site related expenses; and provision of tour kits with basic hygiene items such as but not limited to alcohol, face masks, tissue, wipes, etc.

Notes:

- *Final incentivized itineraries should be approved by the TPB and must adhere to existing health and safety protocols set by the IATF and the local government unit (overseeing the destination).*
- *ONLY Actual expense to be billed to TPB*

II. QUALIFICATIONS OF BIDDERS

1. Company of the bidder must be Filipino-owned, operated, and legally registered DMC or Tour Operator under Philippine laws;
2. Must be engaged in the travel and tour operator business specializing in handling Incentive Groups for at least five (5) years.
3. Must have a minimum of five (5) years of experience in providing logistical requirements and tour operator service such as medium to large-scale tours, events, and similar activities.
4. Must have expertise in organizing and coordinating travel arrangements, specifically in Cebu City.

III. ADDITIONAL TECHNICAL REQUIREMENTS

The following additional technical requirements must be submitted together with the proposal.

1. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements.
2. Valid Department of Tourism (DOT) Certificate of Accreditation or


	<p>Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal)</p> <ol style="list-style-type: none">3. TPB Member Certificate4. List of ongoing and completed tours conducted in the past five (5) years in Dumaguete and Badian, Cebu.5. Provide an alternative itinerary, without cost to TPB, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events. <p>IV. APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The Approved Budget for the Contract (ABC) is SEVEN HUNDRED FORTY THOUSAND PESOS (PHP 740,000.00), inclusive of service charge and all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned ABC.</p> <p>TERMS OF PAYMENT</p> <p>Payment will be on a send-bill arrangement to be settled 30 days upon receipt of Billing or Statement/Statement of Account. The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p>DURATION OF THE CONTRACT</p> <p>Shall commence from acceptance of the Notice to Proceed.</p> <p>CONTACT PERSON</p> <p>Janelle Cu – Marketing Communications Department janelle_cu@tpb.gov.ph +63 2 85259318 to 27 loc 245</p> <p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none">1. Company Profile2. Accomplished Statement of Compliance to the Technical Specifications <p>LEGAL REQUIREMENTS</p>		
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	<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 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. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP740,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **July 3, 2023 on or before 5:00 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.


ROSELLE D. ROMERO
 Acting
 Head, Procurement and General Services Division
 Administrative Department

Contact Person
Contact No.

MR. SOCRATES G. TORRES
(8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: Services of a Destination Management Company/ Tour Operator for the Media Tour and Coverage of the 11th Regional Travel Fair in Cebu City

Quotation No. TPB-PR.2023.06.125

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

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	I. SPECIFICATIONS Date of Event : 21-24 July 2023 Destinations : Cebu City <i>(see sample itinerary as basis)</i> Number of Pax : 10 pax Scope of Services : Incentivized itineraries to include:	
2	All necessary labels and materials should be provided by the winning service provider	
3	A. Accommodation: Hotel accommodation in Deluxe category (if applicable/ available, 7 single occupancy rooms and 3 twin-sharing rooms – 3 nights and 4 days in Cebu City) with complimentary breakfast Preferred Hotels: Marco Polo, Radisson Blu Cebu, Holiday Inn Note: Room accommodations to follow preferential rates requested. Please note that DMC should no longer mark-up on preferential rates given by the specified hotel/resort.	
4	B. Transportation: Cover all land/air transportation requirements (gas, toll fees, etc.) Ten (10) Rebookable, reroutable and refundable roundtrip economy air tickets inclusive of 20 kls. baggage allowance, other taxes & applicable charges with comprehensive travel insurance.	

Preferred flight option:
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5	C. Food & Beverage: All other meals and snacks as identified in the itinerary.	
6	D. Tours/Activities : All paid activities/entrance fees, environmental fees; Tour Guide/s to join the whole tour	
7	E. Tour Guide : Tour Coordinator based in Manila to join the actual tour; One (1) DOT-accredited/licensed tour guide per destination; all personnel to be assigned must be fully vaccinated; Tour Operator assigned personnel's accommodations, transportation, and meal requirements is c/o supplier	
8	F. Tokens : Provision of tokens and destination-based giveaways for 10 pax, preferably to be given upon arrival at the hotel (e.g. hygiene kit, handmade accessories, Cebu local products)	
9	G. Others : Provision of ten (10) FDA-approved Antigen Test Kits; other incidental expenses that may be incurred to include medical emergencies; Allocate budget (Php 15,000.00) for incidentals and on-site related expenses; and provision of tour kits with basic hygiene items such as but not limited to alcohol, face masks, tissue, wipes, etc. Notes: <ul style="list-style-type: none"> • Final incentivized itineraries should be approved by the TPB and must adhere to existing health and safety protocols set by the IATF and the local government unit (overseeing the destination). • ONLY Actual expense to be billed to TPB 	

10	QUALIFICATIONS OF BIDDERS <ol style="list-style-type: none"> 1. Company of the bidder must be Filipino-owned, operated, and legally registered DMC or Tour Operator under Philippine laws; 2. Must be engaged in the travel and tour operator business specializing in handling Incentive Groups for at least five (5) years. 3. Must have a minimum of five (5) years of experience in providing logistical requirements and tour operator service such as medium to large-scale tours, events, and similar activities. 4. Must have expertise in organizing and coordinating travel arrangements, specifically in Cebu City. 	
11	ADDITIONAL TECHNICAL REQUIREMENTS The following additional technical requirements must be submitted together with the proposal. <ol style="list-style-type: none"> 1. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. 2. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal) 3. TPB Member Certificate 4. List of ongoing and completed tours conducted in the past five (5) years in Dumaguete and Badian, Cebu. 5. Provide an alternative itinerary, without cost to TPB, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events. 	
12	APPROVED BUDGET FOR THE CONTRACT (ABC) The Approved Budget for the Contract (ABC) is SEVEN HUNDRED FORTY THOUSAND PESOS (PHP 740,000.00) , inclusive of service charge and all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned ABC.	
13	TERMS OF PAYMENT Payment will be on a send-bill arrangement to be settled 30 days upon receipt of Billing or Statement/Statement of Account. The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.	
14	DURATION OF THE CONTRACT Shall commence from acceptance of the Notice to Proceed.	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date