

REQUEST FOR QUOTATION

June 30, 2023

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

Quotation No. TPB-PR.2023.06.130
PR No. 6.047

REQUIREMENTS: SERVICES TO PROVIDE THE LOGISTIC REQUIREMENTS OF THE PMT REGIONAL RIDE IN REGION VI

PROJECT NAME: PHILIPPINE MOTORCYCLE TOURISM (PMT)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK AND SERVICES</p> <p>PMT REGIONAL RIDE IN WESTERN VISAYAS (ILOILO CITY) ABC : Php1,000,000.00</p> <p>1. TRANSPORTATION:</p> <ul style="list-style-type: none"> a. Two (2) units of van b. August 30- September 1 – One (1) van c. September 2 – Three (3) d. September 3 – One (1) <ul style="list-style-type: none"> • Duration: Four (4) days 31 August to 03 September 2023 • 10-12 seaters at least captain seats • Air-conditioned • Preferably Toyota Grandia at least 2018 model • Route: Iloilo airport transfers and other parts of Iloilo Province (please see attached itinerary) • 12 hours/day including additional 4 hours of overtime pay if needed. e. Requirements: <ul style="list-style-type: none"> • Inclusive of Accommodation (if needed) and meals of driver. • Inclusive of toll fees, gasoline, and overtime • Well uniform driver 	PhP1,000,000.00	PhP1,000,000.00

	<ul style="list-style-type: none"> • Must be fully vaccinated. <p>2. ACCOMMODATION</p> <ol style="list-style-type: none"> TPB/DOT Personnel & Bloggers Three (3) rooms with 2 beds with breakfast for August 31 to September 3, 2023 One (1) room for 2 night September 1-3, 2023 Dates: Four (4) days/3 nights At least 3-star hotel <p>3. AIR TICKETS of TPB/DOT PERSONNEL</p> <ol style="list-style-type: none"> Eight (8) air tickets route: Manila-Iloilo-Manila 20 excess baggage per way With comprehensive travel insurance with COVID-19 coverage in the amount of Php300,000.00 <p>4. MEALS FOR THE TPB AND RIDERS</p> <p>For the Riders</p> <ol style="list-style-type: none"> Brunch : Boddle Fight/Manage Buffet for 300 pax each destination or 900 pax (at least minimum of Php350.00 per pax) <ul style="list-style-type: none"> • Blue Group – Southern Iloilo (Igtuble) • Red Gorup – Northern Iloilo (San Rafael) • Yellow Group – Central (Bucari) Inclusive of water and one round of juice Provide arrangement for the venue for the meals, tables and chairs <p>For the TPB/Invited Bloggers</p> <p>a. Meals for 20 pax at least Php1,000 per day/pax (Lunch and Dinner)</p> <p>5. TECHNICAL REQUIREMENTS & ENTERTAINMENT</p> <ol style="list-style-type: none"> Venue Set-up <ul style="list-style-type: none"> • Stage set-up and backdrop at the Iloilo Convention Center • Other applicable settings of the venue 		
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	<ul style="list-style-type: none"> • Lights and sound system with microphones <p>6. Contingency Expenses during the event in the amount of Thirty Six Thousand Pesos only (Php36,000.00).</p> <ul style="list-style-type: none"> • Load of TPB Personnel 5 pax x Php500.00 each = Php2,500.00 • On-site related expenses that may incurred during the event <p>IV. PROJECT IMPLEMENTATION SCHEDULE Indicative Date: 01-03 September 2023</p> <p>V. SPECIAL/ADDITIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be willing to provide services on a “send-bill” arrangement. • Must be legally registered tour operator company or travel agency (must DOT accredited) or events management company under Philippine laws for at least three (3) years. Required to submit proof of registration either from SEC, DTI or CDA. • Must have previously completed a minimum of 3 projects for the past three (3) years in providing/ servicing tour operations or events management company for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of ongoing and completed projects for the last three (3) years, including contract awarded but not yet started. Submit a copy of the certificate of satisfactory completion for completed government and private projects. 		
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- Key personnel involved in the project must have a minimum of three (3) years of relevant experience:
 - a. 1 Coordinator/Project Manager (must submit CV with technical proposal)
 - b. 1 Administrative/Logistic Support Team
- Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables
- Secured sponsorship or discounted rates should be deducted to total expenses.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)
 One Million Pesos (Php1,000,000.00) inclusive of all applicable taxes and fees.

VII. CONTRACT DURATION
 The contract shall commence upon receipt of the Notice to Proceed which should not be later than 7 days upon its issuance until completion of deliverables

VIII. TERMS OF PAYMENT
 Payment will be on send-bill arrangement. Supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

PARTICULARS	TERMS OF PAYMENT
Confirmation of hotel bookings	15% of the total contract price
Approved menu and technical arrangements	35% of the total contract price
Full completion of the event with trip	40 % of the total contract price

	tickets and hotel guest folio			
	Submission of Accomplishment Report	10 % of the total contract price		
	Total	100% of the total contract price		
	IX. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS/MILESTONE:			
	PARTICULARS	TERMS OF PAYMENT		
	Confirmation of hotel bookings	Within 3-5 calendar days from receipt of the NTP		
	Approved menu and technical arrangements	Within 2-3 days before the event		
	Full completion of the event with trip tickets and hotel guest folio	Within 10 calendar days before the event subject to mutual agreement with TPB and winning bidder		
	Submission of Accomplishment	Within 5 calendar days after the event subject to mutual agreement with TPB and winning bidder		
	TECHNICAL REQUIREMENTS 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specifications			
	LEGAL REQUIREMENTS 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			

	Attachments: <ol style="list-style-type: none"> 1. Technical Specifications 2. 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 PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **July 10, 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.

(SGD)

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 TO PROVIDE THE LOGISTIC REQUIREMENTS OF THE PMT REGIONAL RIDE IN REGION VI

Quotation No. TPB-PR.2023.06.130

PROJECT NAME: PHILIPPINE MOTORCYCLE TOURISM (PMT)

[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	<p>SCOPE OF WORK AND SERVICES</p> <p>PMT REGIONAL RIDE IN WESTERN VISAYAS (ILOILO CITY) ABC : Php1,000,000.00</p>	
2	<p>1. TRANSPORTATION:</p> <ul style="list-style-type: none"> a. Two (2) units of van b. August 30- September 1 – One (1) van c. September 2 – Three (3) d. September 3 – One (1) <ul style="list-style-type: none"> • Duration: Four (4) days 31 August to 03 September 2023 • 10-12 seaters at least captain seats • Air-conditioned • Preferably Toyota Grandia at least 2018 model • Route: Iloilo airport transfers and other parts of Iloilo Province (please see attached itinerary) • 12 hours/day including additional 4 hours of overtime pay if needed. e. Requirements: <ul style="list-style-type: none"> • Inclusive of Accommodation (if needed) and meals of driver. • Inclusive of toll fees, gasoline, and overtime • Well uniform driver • Must be fully vaccinated. <p>2. ACCOMMODATION</p>	

	<p>a. TPB/DOT Personnel & Bloggers</p> <p>b. Three (3) rooms with 2 beds with breakfast for August 31 to September 3, 2023</p> <p>c. One (1) room for 2 night September 1-3, 2023</p> <p>d. Dates: Four (4) days/3 nights</p> <p>e. At least 3-star hotel</p> <p>3. AIR TICKETS of TPB/DOT PERSONNEL</p> <p>a. Eight (8) air tickets route: Manila-Iloilo-Manila</p> <p>b. 20 excess baggage per way</p> <p>c. With comprehensive travel insurance with COVID-19 coverage in the amount of Php300,000.00</p> <p>4. MEALS FOR THE TPB AND RIDERS</p> <p>For the Riders</p> <p>a. Brunch : Boddle Fight/Manage Buffet for 300 pax each destination or 900 pax (at least minimum of Php350.00 per pax)</p> <ul style="list-style-type: none"> • Blue Group – Southern Iloilo (Igtuble) • Red Gorup – Northern Iloilo (San Rafael) • Yellow Group – Central (Bucari) <p>b. Inclusive of water and one round of juice</p> <p>c. Provide arrangement for the venue for the meals, tables and chairs</p> <p>For the TPB/Invited Bloggers</p> <p>a. Meals for 20 pax at least Php1,000 per day/pax (Lunch and Dinner)</p> <p>5. TECHNICAL REQUIREMENTS & ENTERTAINMENT</p> <p>a. Venue Set-up</p> <ul style="list-style-type: none"> • Stage set-up and backdrop at the Iloilo Convention Center • Other applicable settings of the venue • Lights and sound system with microphones <p>6. Contingency Expenses during the event in the amount of Thirty Six Thousand Pesos only (Php36,000.00).</p> <ul style="list-style-type: none"> • Load of TPB Personnel 5 pax x Php500.00 each = Php2,500.00 • On-site related expenses that may incurred during the event 	
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I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date