

REQUEST FOR QUOTATION

05 June 2023

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

Quotation No. TPB-PR.2023.06.107

PR No. 5.045

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF CHINESE TRAVEL AGENTS' FAMILIARIZATION TOUR

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/SERVICES:</p> <p>MANILA Indicative dates: 26-30 June 2023</p> <p>PARTICIPANTS Total number of participants: 33 participants</p> <ul style="list-style-type: none"> 30 participants and 3 TPB <p>Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.</p> <p>TRANSPORTATION</p> <ul style="list-style-type: none"> 3 units of coaster or 1 bus <p>-Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles</p> <p>-Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times</p> <p>-Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour</p>	PhP471,750.00	PhP471,750.00

TOURISM PROMOTIONS BOARD PHILIPPINES

	<p>operator must have a replacement within an hour.</p> <p>-Vehicles must be equipped with the following: Climate control or air-conditioning, PA system and CCTVs; Onboard insurance and third-party liability insurance; with universal sliding windows and safety belts for all seats; GPS or waze and charging units for phones; with onboard first-aid kit; with provision of wet tissue, alcohol, mineral water and mints</p> <p>-Maximum of 15 hours per day inclusive of overtime and driver's fee</p> <p>-Must include driver's fee as well as his food, RT/PCR test, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other related on-site expenses.</p> <p>-All vehicles must be DOT-accredited</p> <p>-Assigned Drivers should have a negative RT-PCR (COVID-19) test result taken 48 hours before the tour proper c/o supplier.</p> <p>-Driver should have strong navigation skills, uniformed, presentable and experienced in interacting with foreign guests.</p> <p>ACCOMMODATION</p> <p>-Must be DOT-Accredited property</p> <p>-Must be in a deluxe room category or its equivalent category with breakfast in at least four-to-five star with upscale facilities</p> <p>-33 single occupancy</p> <p>-Room nights: 1 night</p> <p>-Preferred Hotel: (Marriott / Hilton)</p> <p>MEALS AND BEVERAGES</p> <p>-Provision of cocktail reception in a function room for 33 pax</p>		
--	---	--	--

	<p>-The budget per meal should be reflected in the bidder's proposal.</p> <p>-Must be able to accommodate guests with dietary restrictions (i.e. halal and pork-free, vegetarian, diabetic, food allergies, etc.).</p> <p>-Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB).</p> <p>GENERAL INCLUSIONS/ OTHER TERMS AND CONDITIONS</p> <p>a. Assistance in preparing/securing entry documents, as may be necessary.</p> <p>b. Willingness to respond to immediate/unforeseen changes in specifications.</p> <p>c. Willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made following the prevailing accounting and auditing rules and regulations.</p> <p>d. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011 and the IATF Safety Guidelines and Protocols.</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <p>1. Company Profile</p> <p>2. SEC/DTI Registration Certificate</p> <p>3. DOT Accreditation Certificate</p> <p>4. Submit list of completed similar projects in handling international groups in the last five (5) years.</p>		
--	--	--	--

	LEGAL REQUIREMENTS <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 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 PhP471,750.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **09 June 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.


ROSELLE D. ROMERO

05 June 2023

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

(MISS) GENESIS WEIYN B. LEE
(8) 525-7312 local 266

Quotation No. TPB-PR.2023.06.107
PR No. 5.045