

## REQUEST FOR QUOTATION

30 June 2023

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

**Quotation No.** TPB-PR.2023.06.131

**PR No.** 6.083

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE HYBRID SEMINAR ON DIGITAL MARKETING, CAPACITY BUILDING AND SKILLS DEVELOPMENT 2023**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF WORK/SERVICES:</b></p> <p>Number of onsite participants: 60 pax (inclusive of TPB representatives)</p> <p><b>I. VENUE WITH FOOD &amp; BEVERAGE</b>  <b>II. AIR TICKETS</b>  <b>III. ACCOMMODATION (WITH TRANSFERS)</b>  <b>IV. PROVISION OF MEALS</b>  <b>V. ONSITE-RELATED EXPENSES</b></p> <p><b>INDICATIVE PROJECT IMPLEMENTATION SCHEDULE</b></p> <p><b>Date:</b> September/October 2023  <b>Venue:</b> Boracay Island (Newcoast), Aklan  <i>*Preferably a TPB-member establishment</i></p> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Company Profile</li> <li>SEC/DTI Registration Certificate</li> <li>List of completed at least three (3) projects for the past 3 years</li> <li>DOT Accreditation Certificate</li> </ol>	PhP926,700.00	PhP926,700.00

### TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines  
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

	<b>LEGAL REQUIREMENTS</b> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol> <b>Attachments:</b> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance to the Technical Specifications</li> </ol> <b>Note:</b> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP926,700.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **07 July 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**  
30 June 2023  
 Acting Head, Procurement and General Services Division  
 Administrative Department

Contact Person **(MISS) GENESIS WEIYN B. LEE**  
 Contact No. **(8) 525-7312 local 266**