

## REQUEST FOR QUOTATION

12 July 2023

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

**Quotation No.** TPB-PR.2023.07.150

**PR No.** 7.032

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE ASSOCIATION OF TOURISM OFFICERS OF THE PHILIPPINES (ATOP) - DOT PEARL AWARDS**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF WORK/SERVICES:</b></p> <p><b><u>AIRLINE TICKETS</u></b></p> <ul style="list-style-type: none"> <li>• Preferably Philippine Airlines</li> <li>• Roundtrip domestic air tickets for 2 pax inclusive of 20 kilos baggage allowance, other taxes &amp; applicable charges with comprehensive travel insurance of COVID-19 coverage</li> <li>• Route: MNL-MPH-MNL</li> </ul> <p>-Must be rebookable, refundable or can be converted into travel fund</p> <p><b><u>ACCOMMODATION</u></b></p> <ul style="list-style-type: none"> <li>• Two (2) single room accommodation for two (2) pax at Business category (if applicable/available) or its equivalent for three (3) days and two (2) nights, inclusive of breakfast</li> <li>• With roundtrip transfers</li> </ul> <p><b><u>LAND TRANSPORTATION</u></b></p> <ul style="list-style-type: none"> <li>• One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees) within Caticlan</li> </ul>	PhP181,000.00	PhP181,000.00

### 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

	<p><b><u>MEALS</u></b></p> <ul style="list-style-type: none"> <li>• Provision of AM, PM Snacks, Lunch and Dinner for 3 days for 3 pax amounting to PhP 2,000.00 per day per person</li> </ul> <p><b><u>ONSITE-RELATED EXPENSE</u></b></p> <ul style="list-style-type: none"> <li>• Provision of onsite-related expenses not more that PhP 10,000.00 for coordination meetings, load card for TPB personnel, porter fees, transportation to/ from MNL airport and other miscellaneous expenses</li> </ul> <p><b><u>OTHER TERMS AND CONDITIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Assistance in preparing/ securing entry documents, as necessary.</li> <li>2. Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>3. Willing to provide services on a “send-bill” arrangement. 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 in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense.</li> <li>4. Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved.</li> </ol> <p><b>PROJECT IMPLEMENTATION DATE</b>  ATOP- DOT Pearl Awards  05 October 2023 (<i>indicative date</i>)  Boracay</p> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> <li>3. List of completed at least three (3) projects for the past 3 years</li> <li>4. Valid DOT Accreditation Certificate</li> </ol>		
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Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP181,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **19 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**

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

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