

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.2023.07.151

PR No. 7.034

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TPB'S PARTICIPATION TO THE 34TH PHILIPPINE TRAVEL MART (PTM)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																	
1 LOT	<p>SCOPE OF WORK/SERVICES:</p> <p><u>ACCOMMODATION</u></p> <ul style="list-style-type: none">Provide hotel accommodation <u>(triple sharing)</u> inclusive of <i>daily breakfast</i> on the following dates: <table><tr><td></td><td>Hotel must be located</td><td>Number of Rooms (Triple Sharing)</td></tr><tr><td>Dates</td><td rowspan="5">Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i></td><td></td></tr><tr><td>31 August 2023</td><td>4</td></tr><tr><td>01 September 2023</td><td>4</td></tr><tr><td>02 September 2023</td><td>4</td></tr><tr><td>03 September 2023</td><td>4</td></tr><tr><td colspan="2">Total Room Nights</td><td>16</td></tr></table> <ul style="list-style-type: none">Dates are subject to changeAccommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation		Hotel must be located	Number of Rooms (Triple Sharing)	Dates	Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i>		31 August 2023	4	01 September 2023	4	02 September 2023	4	03 September 2023	4	Total Room Nights		16	PhP196,000.00	PhP196,000.00
	Hotel must be located	Number of Rooms (Triple Sharing)																		
Dates	Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i>																			
31 August 2023		4																		
01 September 2023		4																		
02 September 2023		4																		
03 September 2023		4																		
Total Room Nights		16																		

TOURISM PROMOTIONS BOARD PHILIPPINES

	<ul style="list-style-type: none">• Total cost of accommodation should be based on actual room expenses• Secured sponsorships or discounted rates should be deducted from the total expense• Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in. <p><u>LAND TRANSPORTATION</u></p> <table><tr><th>Date</th><th>Route</th><th>Number of Units</th></tr><tr><td>31 August 2023</td><td rowspan="4">TPB office – SMX and vice versa; within Metro Manila, as necessary</td><td rowspan="5">1</td></tr><tr><td>01 September 2023</td></tr><tr><td>02 September 2023</td></tr><tr><td>03 September 2023</td></tr><tr><td>04 September 2023</td><td>*Includes residential pick up and drop off of TPB personnel within Metro Manila</td></tr></table> <ul style="list-style-type: none">• Dates are subject to change• Van unit year model must be at least 2018 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L• Maximum use of 18 hours per day inclusive of overtime and driver’s fee and overtime• Includes third-party liability insurance• Cover all expenses to include driver’s fee as well as his food, RT-PCR (Covid 19)	Date	Route	Number of Units	31 August 2023	TPB office – SMX and vice versa; within Metro Manila, as necessary	1	01 September 2023	02 September 2023	03 September 2023	04 September 2023	*Includes residential pick up and drop off of TPB personnel within Metro Manila		
Date	Route	Number of Units												
31 August 2023	TPB office – SMX and vice versa; within Metro Manila, as necessary	1												
01 September 2023														
02 September 2023														
03 September 2023														
04 September 2023	*Includes residential pick up and drop off of TPB personnel within Metro Manila													

	<p>tests/border antigen tests, accommodation, and other miscellaneous fees</p> <ul style="list-style-type: none"> • Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle • With daily provision of wet tissues, alcohol, mineral water, mint • First Aid kit and umbrella on board • Equipped with GPS or Waze • Driver should have strong navigation skills, uniformed, presentable and well-trained • Itinerary to be sent (subject to change without prior notice) <p><u>CATERING SERVICES</u></p> <ul style="list-style-type: none"> • Provide Catering Services for <u>50 persons</u> (lunch) during the opening of the event (01 September 2023) • For lunch: to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert and beverage (soft drinks/juice) packed in a decent biodegradable/ reusable bento box • Free flowing coffee, tea, and water (hot and cold) throughout the opening day • Complete dining set-up • Able to provide microwave, table and chairs with linen cover • Uniformed staff • Should be SMX accredited caterer • Meals to be selected and approved by the TPB <p>PROJECT IMPLEMENTATION SCHEDULE 34th Philippine Travel Mart (PTM) 31 August – 04 September 2023 <i>(indicative date)</i> SMX</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • Company Profile • SEC/DTI Registration Certificate 		
--	---	--	--

	<ul style="list-style-type: none"> List of completed at least three (3) projects for the past 3 years Valid DOT Accreditation Certificate <p>LEGAL REQUIREMENTS</p> <ul style="list-style-type: none"> PhilGEPS Registration Certificate Business/Mayor's permit Income/Business Tax Return Notarized Omnibus Sworn Statement <p>Attachments:</p> <ul style="list-style-type: none"> Technical Specifications <p>Note:</p> <ul style="list-style-type: none"> All entries must be typewritten on your company letterhead. 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 PhP196,000.00 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