

12 October 2023

### REQUEST FOR QUOTATION (RFQ)

The **TOURISM PROMOTIONS BOARD** invites you to submit a quotation for the item/s listed below:

**RFQ No. TPB-PR 2023.10.278**

**Requirement: Provisions of Logistical Requirements for the Conduct of the Philippine Airlines and Skybird Travel and Tours Joint Familiarization Tour in Manila and Iloilo on 24-28 November 2023**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p><b>Participants:</b> 12 Participants (9 Agents/1 DOT/1 TPB/1 PAL) minimum guaranteed: 10pax <b>Destinations:</b> Manila and Iloilo <b>Implementation Date:</b> 24-28 November 2023</p> <p><b>SCOPE OF DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>Air Tickets Taxes for the international and domestic airline tickets for 11 pax</li> <li>Land Transportation <ol style="list-style-type: none"> <li>One (1) airconditioned minibus/coaster (2018 model or newer)</li> <li>Shuttle service for the TPB representative</li> </ol> </li> <li>Comprehensive Travel Insurance for 12 Pax</li> <li>Accommodation 12 Deluxe rooms (single occupancy) (with a view if available) with breakfast buffet with 5-star hotel category Manila : November 24 (check-in) November 26 (check-out) Iloilo : November 26 (check-in)</li> <li>Meals and beverages for the whole duration of the trip for 12 pax (Breakfast/Lunch/Dinner/AM and PM Snacks)</li> <li>Itinerary Implementation of the Interactive/experiential tours and activities based on the itinerary</li> </ol>	1,000,000.00	1,000,000.00

	<p>7. Tour Kits Incentivized tour kit/travel necessities for 12 pax</p> <p>8. Provision of giveaways for 12 pax</p> <p>9. Provision of One (1) banner (for group picture) Size : 72 x 36 inches</p> <p>10. Tour Coordinator and Local Tour Guide Provision of one (1) tour coordinator and one (1) local tour guide to accompany the group for the duration of the trip.</p> <p>11. Other Deliverables (Incidentals and First Aid Kit on Board)</p> <ol style="list-style-type: none"> <li>Provision for incidentals, miscellaneous, and other on-site related expenses</li> <li>First Aid Kit on board the tour vehicle/s with basic medicines</li> </ol> <p><b><i>Please refer to the Terms of Reference and the Itinerary of Travel for details</i></b></p> <p><b>ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws.</li> <li>Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal).</li> <li>Must be engaged in the business as a travel and tour operator for at least three (3) years from the date of the opening of bids. With experience and expertise in inbound (domestic) travel, and with professional track record in handling international groups with at least two (2) similar projects, preferably US groups. <i>(Bidders to submit list of US projects handled)</i></li> <li>Must have experience in organizing and coordinating travel arrangements, specifically within Western Visayas. <i>(Bidders to submit list of travels arranged)</i></li> </ol> <p><b>Submit the following:</b></p> <ol style="list-style-type: none"> <li>Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable</li> <li>Company Profile</li> <li>DOT Accreditation Certificate</li> </ol>		
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	<p>4. List of completed government and private contract for the <b>last three (3) years</b> whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the contract.</p> <p><u>For Completed Project</u> – submit Certificate of Project Completion</p> <p><b>LEGAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• PhilGEPS Registration Certificate</li> <li>• Business/Income Tax Return Certificate</li> <li>• Mayor's Permit</li> <li>• Omnibus Sworn Statement</li> </ul> <p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Itinerary of Travel</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• All entries must be typewritten in your company letterhead.</li> <li>• Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	PhP1,000,000.00 inclusive of applicable taxes		

Please submit your **quotation** together with the **eligibility and legal documents** enumerated above to email address **bac\_sec@tpb.gov.ph/janet\_villafranca@tpb.gov.ph** not later than **20 October 2023, until 5:00pm**.

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered**. For easy identification of email, the subject shall be in this format: **SkybirdFamTour <Company Name>**.

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**  
12 October 2023  
 Acting Head, Procurement and General Services Division  
 Administrative Department

