

REQUEST FOR QUOTATION

April 15, 2024

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

Quotation No. TPB-PR.2024.04.110

REQUIREMENTS : SERVICES OF A TOUR OPERATOR
PROJECT : Site Validation of Pre and Post Tours in connection with the Philippine Travel Exchange (PHITEX) 2024

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																																		
1 LOT	<div>SCOPE OF WORK / SERVICES</div> <div>The TPB shall procure the services of a tour operator for the provision of the following requirements:</div> <div><table><tr><th>GROUP</th><th>DESTINATIONS</th><th>DATES OF IMPLEMENTATION</th></tr><tr><td>1</td><td>- Hop On, Hop Off Manila City Tour (half-day only)</td><td>15 May</td></tr><tr><td>2</td><td>- Cebu and Anda</td><td>20-24 May</td></tr><tr><td>3</td><td>- Iloilo and Guimaras</td><td>27-30 May</td></tr><tr><td>4</td><td>- Siargao & Bucas Grande</td><td>26-29 May</td></tr></table><div><table><tr><th>GROUP 1</th><th></th></tr><tr><td>Manila City Tour Site Validation</td><td>10 pax</td></tr></table><div><table><tr><th colspan="3">GROUP 1 – Manila City Tour Site Validation</th></tr><tr><td colspan="3">Date: 15 May 2024</td></tr><tr><th>DELIVERABLES</th><th>SPECIFICATION</th><th>REMARKS</th></tr><tr><td>Participants</td><td>Total number of participants: 10 pax</td><td></td></tr><tr><td>Transportation (Land)</td><td><div>1. Use of one (1) Hop-on, Hop-off bus for the duration of the tour</div><div>- Vehicles maintained in accordance with</div></td><td><div>- Driver should have strong navigation skills, always in proper attire or uniform, presentable and</div></td></tr></table></div></div></div>	GROUP	DESTINATIONS	DATES OF IMPLEMENTATION	1	- Hop On, Hop Off Manila City Tour (half-day only)	15 May	2	- Cebu and Anda	20-24 May	3	- Iloilo and Guimaras	27-30 May	4	- Siargao & Bucas Grande	26-29 May	GROUP 1		Manila City Tour Site Validation	10 pax	GROUP 1 – Manila City Tour Site Validation			Date: 15 May 2024			DELIVERABLES	SPECIFICATION	REMARKS	Participants	Total number of participants: 10 pax		Transportation (Land)	<div>1. Use of one (1) Hop-on, Hop-off bus for the duration of the tour</div> <div>- Vehicles maintained in accordance with</div>	<div>- Driver should have strong navigation skills, always in proper attire or uniform, presentable and</div>	PhP998,000.00	PhP998,000.00
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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>the Philippine laws on technical safety requirements of vehicles.</p> <ul style="list-style-type: none"> - Should have enough umbrella for all passengers in case of bad weather. - Must include driver's fee as well as his food, antigen tests, face masks and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses. 	<p>experienced in interacting with foreign guests.</p>			
		<p>Meals & Beverages</p>	<p>Provision of the snacks and/or meals and beverages for 10 pax for the whole duration of the trip.</p>	<p>Notes:</p> <ul style="list-style-type: none"> - TPB representative to finalize and confirm the food and beverages ordered, based on the itinerary. - Ensure provision of dietary requirements, if there is any. - Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) 		
		<p>Itinerary Activities, Tours, Entrance and Environmental Fees</p>	<p>Book, conduct, coordinate in advance with establishments in accordance with the planned itinerary of the Manila City Tour.</p> <ul style="list-style-type: none"> - Cover all necessary entrance and 	<p>Notes:</p> <ul style="list-style-type: none"> - The tour operator, in coordination with the DOT Regional Office, must be able to provide alternative itinerary or 		

		parking fees, among others, if needed.	<p>activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB.</p> <ul style="list-style-type: none"> - Final itinerary to be approved by the TPB representative. 		
	Health / First Aid Kits	<p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least 6 pieces of the following medicines:</p> <ul style="list-style-type: none"> - Antacid for upset stomach - Paracetamol for headache and fever - Antihistamine for allergies - Loperamide for diarrhea - Meclizine hydrochloride for motion sickness - Ibuprofen for pain reliever 	<p>Note:</p> <ul style="list-style-type: none"> - Kits should be turned over to the TPB officer at the end of the tour. 		
	Tour Guide	<p>Provision of one (1) licensed DOT-accredited English speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none"> - Must be expert or familiar of the destination - Must be fluent and conversant in English - Must have an in-depth knowledge of the Philippines specially Manila and the National Capital Region 	<p>Note:</p> <ul style="list-style-type: none"> - Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within 10 calendar days upon issuance of NOA. 		
	Tour Coordinator	Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site	<p>Notes:</p> <ul style="list-style-type: none"> - Tour Coordinator must have at least three (3) 		

		requirements and arrangements for the duration of the tour.	years relevant experience. <ul style="list-style-type: none">- Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid.- Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour.		
	Incidental and Other Miscellaneous Expenses	<ul style="list-style-type: none">- Provision of budget to cover expenses for food sampling, communication expenses, and other on-site related expenses.- Provision of mobile Wi-Fi for the participants for the duration of the trip (if necessary).			

GROUP 2	
Cebu and Anda Site Validation	2 pax

GROUP 2 - Cebu and Anda Site Validation		
Date: 27-31 May 2024		
DELIVERABLES	SPECIFICATION	REMARKS
Participants	Total number of participants: 2 pax	
Transportation (Air)	Domestic air tickets for two (2) persons	<ul style="list-style-type: none">- Preferred airline: Philippine Airlines

			Manila-Bohol-Cebu-Manila	<ul style="list-style-type: none"> - Inclusions: Regular economy Rebookable, reroutable, refundable Provision of 20kgs. of baggage allowance per person Inclusive of all applicable taxes and surcharges 		
		Transportation (Land)	<p>2. One (1) van for the duration of the tour</p> <ul style="list-style-type: none"> - Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. - Comply with IATF protocols / guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times. - Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam (front and back); on-board insurance and 3rd party liability insurance; with universal sliding 	<ul style="list-style-type: none"> - Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests. 		

			<p>windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints.</p> <ul style="list-style-type: none"> - Should have enough umbrella for all passengers in case of bad weather. - Must be inclusive of overtime and driver's fee, if necessary. - Must include driver's fee as well as his food, antigen tests, face masks and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses. 			
		Accommodation	<p>One (1) twin occupancy room</p> <ul style="list-style-type: none"> - Duration: 5 days / 4 nights - Category: Standard Room or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) - Complimentary breakfast - DOT-Accredited hotel/resort 			
		Meals & Beverages	<p>Provision of full-board meals and beverages for 2 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> - AM and PM snacks 	<p>Notes:</p> <ul style="list-style-type: none"> - TPB representative to finalize the order/s per meal based on the itinerary. 		

			<ul style="list-style-type: none"> - Lunch - Dinner <p>Menu to be approved by TPB</p>	<ul style="list-style-type: none"> - Ensure provision of dietary requirements, if there is any. - Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) 		
		Itinerary Activities, Tours, Entrance and Environmental Fees	<p>Book, conduct, coordinate in advance with establishments, provide interactive / experiential tours and activities for 2 pax, in accordance with the planned itinerary.</p> <ul style="list-style-type: none"> - Cover all necessary entrance and environmental fees, total <u>dive equipment rental</u>, among others, if needed. 	<p>Notes:</p> <ul style="list-style-type: none"> - The tour operator, in coordination with the DOT Regional Office, must be able to provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB. - Final itinerary to be approved by the TPB representative. 		
		Health / First Aid Kits	<p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least 6 pieces of the following medicines:</p> <ul style="list-style-type: none"> - Antacid for upset stomach - Paracetamol for headache and fever - Antihistamine for allergies - Loperamide for diarrhea - Meclizine hydrochloride for motion sickness 	<p>Note:</p> <ul style="list-style-type: none"> - Kits should be turned over to the TPB officer at the end of the tour. 		

			<ul style="list-style-type: none"> - Ibuprofen for pain reliever 			
		Tour Guide	Provision of one (1) licensed DOT-accredited English speaking tour guide with the following qualifications: <ul style="list-style-type: none"> - Must be expert or familiar of the destination - Must be fluent and conversant in English - Must have an in-depth knowledge of the Philippines specially Cebu and Bohol 	Note: <ul style="list-style-type: none"> - Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within 10 calendar days upon issuance of NOA. 		
		Tour Coordinator	Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.	Notes: <ul style="list-style-type: none"> - Tour Coordinator must have at least three (3) years relevant experience. - Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid. - Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour. - All assigned / deployed personnel by the tour operator should be fully vaccinated from COVID-19 with at least one booster shot. 		
		Incidental and Other	<ul style="list-style-type: none"> - Provision of budget to cover expenses for 			

<p>Miscellaneous Expenses</p>	<p>food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses.</p> <p>- Provision of mobile Wi-Fi for the participants for the duration of the trip (if necessary).</p>	
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			<p>guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times.</p> <ul style="list-style-type: none"> - Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam (front and back); on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints. - Should have enough umbrella for all passengers in case of bad weather. - Must be inclusive of overtime and driver's fee, if necessary. - Must include driver's fee as well as his food, antigen tests, face masks and other miscellaneous 			
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			cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses.			
		Accommodation	<p>One (1) twin occupancy room</p> <ul style="list-style-type: none"> - Duration: 4 days / 3 nights - Category: Standard Room or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) - Complimentary breakfast - DOT-Accredited hotel/resort 			
		Meals & Beverages	<p>Provision of full-board meals and beverages for 2 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> - AM and PM snacks - Lunch - Dinner <p>Menu to be approved by TPB</p>	<p>Notes:</p> <ul style="list-style-type: none"> - TPB representative to finalize the order/s per meal based on the itinerary. - Ensure provision of dietary requirements, if there is any. - Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) 		
		Itinerary Activities, Tours, Entrance and Environmental Fees	<p>Book, conduct, coordinate in advance with establishments, provide interactive / experiential tours and activities for 2 pax, in accordance with the planned itinerary.</p> <ul style="list-style-type: none"> - Cover all necessary entrance and environmental 	<p>Notes:</p> <ul style="list-style-type: none"> - The tour operator, in coordination with the DOT Regional Office, must be able to provide alternative itinerary or activity in case of bad weather, risk of typhoon, 		

			fees, total dive equipment rental, among others, if needed.	and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB. - Final itinerary to be approved by the TPB representative.		
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		Tour Guide	Provision of one (1) licensed DOT-accredited English speaking tour guide with the following qualifications: - Must be expert or familiar of the destination - Must be fluent and conversant in English - Must have an in-depth knowledge of the Philippines particularly Iloilo and Guimaras and its surrounding areas	Note: - Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within 10 calendar days upon issuance of NOA.		
		Tour Coordinator	Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and	Notes: - Tour Coordinator must have at least three (3) years relevant experience.		

				Provision of 20kgs. of baggage allowance per person Inclusive of all applicable taxes and surcharges		
		Transportation (Land)	<p>One (1) van for the duration of the tour</p> <ul style="list-style-type: none"> - Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. - Comply with IATF protocols / guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times. - Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam (front and back); on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; 	<ul style="list-style-type: none"> - Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests. 		

			<p>with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints.</p> <ul style="list-style-type: none"> - Should have enough umbrella for all passengers in case of bad weather. - Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee. - Must include driver's fee as well as his food, antigen tests, face masks and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses. 			
		Accommodation	<p>One (1) twin occupancy room</p> <ul style="list-style-type: none"> - Duration: 4 days / 3 nights - Category: Standard Room or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) - Complimentary breakfast - DOT-Accredited hotel/resort 			
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				<ul style="list-style-type: none"> - Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) 		
		Itinerary Activities, Tours, Entrance and Environmental Fees	<p>Book, conduct, coordinate in advance with establishments, provide interactive / experiential tours and activities for 2 pax, in accordance with the planned itinerary.</p> <ul style="list-style-type: none"> - Cover all necessary entrance and environmental fees, total dive equipment rental, among others, if needed. 	<p>Notes:</p> <ul style="list-style-type: none"> - The tour operator, in coordination with the DOT Regional Office, must be able to provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB. - Final itinerary to be approved by the TPB representative. 		
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		Tour Guide	<p>Provision of one (1) licensed DOT-accredited English speaking tour guide with the following qualifications:</p>	<p>Note:</p> <ul style="list-style-type: none"> - Winning bidder must submit a copy of the Curriculum Vitae 		

			<ul style="list-style-type: none"> - Must be expert or familiar of the destination - Must be fluent and conversant in English - Must have an in-depth knowledge of the Philippines specially Siargao and the CARAGA Region 	and DOT Accreditation of the proposed Tour Guide within 10 calendar days upon issuance of NOA.		
		Tour Coordinator	Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.	Notes: <ul style="list-style-type: none"> - Tour Coordinator must have at least three (3) years relevant experience. - Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid. - Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour. 		
		Incidental and Other Miscellaneous Expenses	<ul style="list-style-type: none"> - Provision of budget to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses. - Provision of mobile Wi-Fi for the participants for the duration of the trip (if necessary). 			

	<p data-bbox="232 199 1031 238">GENERAL INCLUSIONS / OTHER TERMS AND CONDITIONS</p> <p data-bbox="232 285 1094 580">1. Willingness to respond to immediate/unforeseen changes in specifications. 2. 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 data-bbox="232 628 780 666">PROJECT IMPLEMENTATION SCHEDULE</p> <p data-bbox="232 714 1094 793">Tour operator to provide the mentioned services from the following indicative schedule based on the attached itinerary.</p> <p data-bbox="232 841 724 879">OTHER ELIGIBILITY REQUIREMENTS</p> <p data-bbox="232 927 1094 1519">1. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws; 2. Must be accredited with the Department of Tourism (DOT) (TPB to consider if their DOT certification has an ongoing application for renewal); 3. Must be engaged in the business as a travel and tour operator for at least five (5) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants; 4. Must have experience in organizing and coordinating travel arrangements and have handled at least two (2) similar and/or related arrangements.</p> <p data-bbox="232 1567 885 1605">APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p data-bbox="232 1653 1078 1859">The total ABC for the project lots is NINE HUNDRED NINETY EIGHT THOUSAND PESOS (PhP 998,000.00) with breakdown below, is inclusive of all taxes and fees, provided that the amount of the bid does not exceed the above-mentioned approved budget.</p> <p data-bbox="232 1907 1089 2068">Note: TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost per passenger.</p>		
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TERMS OF PAYMENT

PARTICULARS / MILESTONES	TERMS OF PAYMENT
After the successful implementation of the Site Validation Tours (upon receipt of the final SOA and other required supporting documents needed for payment processing).	100% of the total contract price
TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)

Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.

MARIVIC M. SEVILLA

Acting Head, International Promotions Department
4F Legaspi Towers 300, Roxas Blvd., Manila 1004

The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

PROJECT OFFICER CONTACT INFORMATION

NAME : Ms. Micaela B. Ochoa
CONTACT : 02 8 525 9318 loc. 293
EMAIL : micaela_ochoa@tpb.gov.ph

NAME : Mr. Billy John N. Casabuena
CONTACT : 02 8 525 9318 loc. 293
EMAIL : billy_casabuena@tpb.gov.ph

	<p>Attachments:</p> <ol style="list-style-type: none">1. Statement of Compliance to the Technical Specifications2. Technical Specification and Itinerary <p>SUBMIT TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none">1. Accomplished Statement of Compliance to the Technical Specifications2. Company Profile <p>SUBMIT LEGAL REQUIREMENTS</p> <ol style="list-style-type: none">1. Updated Business/Mayor's permit2. PhilGEPS Registration Certificate3. Income/Business Tax Return4. Notarized Omnibus Sworn Statement5. DTI / SEC Registration <p>1. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is Php998,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **25 April 2024 on or before 5:00 P.M.** 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.



JANET G. VILLAFRANCA 4.14.24
Officer-In-Charge, Procurement and General Services Division
Administrative Department

Contact Person

MR. SOCRATES G. TORRES

Contact No.

(8) 525-9318 local 266