

10 March 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2025.03.076
PR No. 2025.03.002
Requirements: **SERVICE PROVIDER FOR THE IMPLEMENTATION OF THE 2025 TIME OF REFLECTION (TOR)**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	<p>The Tourism Promotions Board (TPB) desires to conduct a wellness retreat with the theme B.R.E.A.T.H.E. (Balance, Relaxation, Exercise, Awareness, Time, Heal, Enjoyment) in view of the upcoming Lenten Season: Event: 2025 Time of Reflection (TOR) Schedule: 10-12 April 2025 Time: 06:00 AM to 2:00 PM the third day No. of Participants: 35 pax (minimum guarantee 25 pax) Platform: Face-to-Face</p> <p>INDICATIVE PROGRAM - WELLNESS RETREAT</p> <ul style="list-style-type: none"> • Day 1: 07:00 AM - Depart TPB 09: 30 AM - Arrival at the Venue and Registration 10: 00 AM - Opening and Program Proper morning session 12:00 PM - Lunch break 1:30 PM - Resumption of the Program afternoon session - PM snacks will be served 5:00 PM - End of session - Dinner will be served • Day 2: 07:00 AM - Depart TPB 09: 30 AM - Arrival at the Venue and Registration 10: 00 AM - Opening and Program Proper morning session 12:00 PM - Lunch break 1:30 PM - Resumption of the Program afternoon session - PM snacks will be served 5:00 PM - End of session - Dinner will be served • Day 3: 06:00 AM - Breakfast 9:00 AM - Morning Session - AM snacks will be served - End of session 12:00 NN - Lunch break 2:00 PM - Return to TPB Office - Packed PM Snacks to be provided <p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <ol style="list-style-type: none"> 1. Provide at least two (2) Facilitators of wellness activities to facilitate the intervention based on the above indicative program with the following requirements: <ul style="list-style-type: none"> • A Wellness Facilitator • Have conducted similar interventions for the past 3 years 	Php650,000.00	PhP650,000.00

	<ul style="list-style-type: none"> • With relevant certification/license related to wellness <p>2. Transportation Service</p> <p>A. Resource Speaker Transportation</p> <ul style="list-style-type: none"> • Vehicle transportation for the Resource Speakers from the identified point of origin to the venue and vice versa <p>B. Participants Transportation</p> <ul style="list-style-type: none"> • Four (3) units of van or three (3) units of coaster or one (1) bus (2018 or higher model) • With comprehensive insurance • Fully air-conditioned, clean, comfortable, presentable, and in good running condition • Must be equipped with a fire extinguisher, provision for a cooler for water/ beverage, umbrellas, and first aid kit • Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements • Vehicles should be properly disinfected and sanitized <p>C. Driver Requirements:</p> <ul style="list-style-type: none"> • Must be holder of VALID Professional Driver's License • With good personality and good grooming and must wear face mask at all times • Must wear company ID all throughout the event • Must submit daily trip ticket available when on/during duty • Driver should have strong navigation skills • Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination • Equipped with GPS or Waze and charge units for phones <p>Other requirements:</p> <ul style="list-style-type: none"> • Submit the following one (1) week prior to activity schedule: <ul style="list-style-type: none"> - OR and CR of the BUS to be used - List of Drivers and copies of LTO issued Driver's License • Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one-hour • Inclusive of gasoline, parking, toll fees , driver's meals, accommodation, overtime pay and other incidental cost. <p>3. Venue: Preferably in Batangas, Cavite or Antipolo area</p> <ul style="list-style-type: none"> • With natural open space (preferably with grass and trees) to conduct group discussions and activities • With facilities and /or amenities for the conduct of wellness activities • Medical personnel available in case of emergency <p>4. Accommodation</p> <ul style="list-style-type: none"> • Overnight stay for 35 pax; minimum guarantee 25 pax 		
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	<ul style="list-style-type: none"> • At least double sharing rooms minimum guarantee of 15 rooms • Subject to final rooming list one week before the event <p>5. Function/ Activity Room</p> <ul style="list-style-type: none"> • Provision of function room with dressed tables and chairs that can accommodate 35 pax with proper physical distancing if applicable to proposed wellness activities • Provision of one (1) projector and projector screen; PA system with minimum of five (5) wireless microphones; four (4) Easel boards with Easel sheets; four (4) Whiteboard with markers and eraser; Pen and pads; if applicable to proposed wellness activities • Provision of electric outlets/extension cord per table/cluster (including the registration and secretariat tables; • Registration table; • Provision of two (2) TPB secretariat table set-up at the back with three (3) chairs each, one (1) table for the facilitator/guest speaker and one (1) table for TPB secretariat; • Designated Wi-fi access within the function/ activity room; • Direct LAN port connection and set-up for the TPB technical staff; <p>6. Food and Beverage</p> <ul style="list-style-type: none"> • AM and PM snacks inclusive of one round of drinks/refreshments • Managed buffet Lunch and Dinner inclusive of one round of soft drinks or iced tea for beverage • Can accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free) • Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB • Food to be served shall be fresh, hot and ready at least 30 minutes before each meal • Drinking water for the participants • Free-flowing brewed coffee and tea at the venue/ function room • Hot and cold-water dispenser at the venue/ function room • Complete set-up for buffet stations with: <ul style="list-style-type: none"> - All dinnerware and glassware necessary for the event - Waiters/Service personnel clad in clean uniforms - Buffet Table with setting - Clean linens as specified/required for the event - Chairs and tables set-up during breakfast, lunch and dinner - Set-up ready one hour before the start of the activities <p>7. Incidental, other miscellaneous and on-site related expenses amounting to Php15,000.00 supported by an official receipt, acknowledgment receipt, or its equivalent.</p>		
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	<p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Latest Income/ Business Tax Return 4. Notarized Revised Omnibus Sworn Statement <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Revised Omnibus Sworn Statement 3. Technical Specifications/ Terms of Reference <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 		
Terms	Thirty (30) working days from the receipt of invoice/billing.		
ABC	PhP650,000.00 inclusive of all applicable fees and taxes		PhP650,000.00

Please submit your **quotation** together with the **legal and technical documents** duly signed by your authorized representative to email address kristine_aclan@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than **17 March 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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. MILLAFRANCA
Acting Head
Procurement Management Division

Contact person: Kristine Heizelle B. Aclan