

13 May 2025

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2025.05.128**
PR No. **2025.05.009**

Requirements: **Services of a Tour Operator for the Philippine Tour Guides Conference 2025 in Mati City**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>A. FOOD & BEVERAGES</p> <p>Provision of INCENTIVIZED BUFFET DINNER and PM SNACKS, inclusive of venue rental for 250 pax amounting to PhP1,800 per pax with cultural presentation</p> <p>B. TRANSPORTATION</p> <p>3 TOURIST BUS RENTAL Three (3) unit air-conditioned tourist bus (preferably 35 - 50-seater) Route: Duration and Location:</p> <ul style="list-style-type: none"> Estimated Duration: 3 to 5 consecutive days Expected Dates: June 14-18, 2025 Service Area: June 14- Half Day City in Davao City Proceed to Mati City, Davao Oriental June 15- shuttle participants of the conference coming from different hotels in Mati City (within Mati City) June 16 & 17 – tourist service of participants during the tour visit within Davao Oriental 	PhP1,000,000.00	PhP1,000,000.00

	<p>June 18 – Shuttle back to Davao City (whole day from Mati City to Davao City)</p> <p>Requirements & Specifications: Fully air-conditioned tourist bus in good running condition At least 2 years old or newer Licensed professional driver familiar with Davao routes With complete registration, insurance, and permits <i>5 days before the implementation dates</i> Equipped with:</p> <ul style="list-style-type: none"> • Clean and sanitized interiors • First-aid kit • Working sound system • Onboard microphone • Ample storage for kits and materials <p>Provision of <i>one (1)</i> VAN Rental for 5 days Route:</p> <ul style="list-style-type: none"> • Service Area: June 14- Half Day City in Davao City Proceed to Mati City, Davao Oriental <p>June 15- Shuttle TPB personnel of the conference coming from different hotels in Mati City (within Mati City)</p> <p>June 16 & 17 – Tourist Service of TPB personnel during the tour visit within Davao Oriental</p> <p>June 18 – Shuttle back to Davao City (Whole day from Mati City to Davao City)</p> <p>C. ACCOMODATION Accommodation for 8 rooms, inclusive dates: June 14-19 5 Twin sharing room 2 for COO 1 for DOT Regional Office</p> <p>Note:</p>		
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	<p>Must be at least 3-star rate hotel within city center of MATI City/ near or within the premise of the conference subject for approval of TPB.</p> <p>ADDITIONAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Provide assistance in preparing/ securing entry documents, as necessary. 2. Must respond to immediate/ unforeseen changes in specifications to include <i>tour activities and/or schedules/dates may still be changed</i> based on recommendations on the DOT Regional Office 3. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost. 4. Willing to provide services on a “send-bill” arrangement. 5. Must submit completed projects for at least three (3) years 6. Must submit a budget bid proposal that reflects itemized breakdown of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax.</i> <p>Qualifications for Bidder</p> <ol style="list-style-type: none"> 1. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws. Must have been in operation for at least three (3) years. 2. Must have a valid Department of Tourism (DOT) Certificate of Accreditation. 		
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	PROJECT IMPLEMENTATION SCHEDULE June 14-19, 2025, in Mati City		
	LEGAL REQUIREMENTS: <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 ATTACHMENTS: <ol style="list-style-type: none"> 1. Technical Specifications 2. Revised Omnibus Sworn Statement 3. Statement of Compliance NOTE: <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	PhP1,000,000.00 inclusive of all applicable fees and taxes		PhP1,000,000.00

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 **19 May 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. VILLAFRANCA
 Acting Head
 Procurement Management Division

Contact person: Kristine Heizelle B. Aclan