

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 2025.05.130
PR No. 2025.05.003

Requirements: **SERVICE PROVIDER TO DEPLOY PAVILION GUIDES FOR THE PHILIPPINE PAVILION OPERATIONS IN WORLD EXPO 2025 IN OSAKA, JAPAN**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)																				
1 lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <table border="1"> <thead> <tr> <th>Item</th><th>Descriptions</th><th>No. of Pax</th><th>Schedule of Delivery</th></tr> </thead> <tbody> <tr> <td>1</td><td>Pavilion Guides</td><td>3pax</td><td>01 June 2025</td></tr> <tr> <td>2</td><td>*Uniforms for the Guides (4 Male / 1 Female) - Barong, Pants and Brown, Pants Black, 1 kimono and 1 jacket with Philippine Weave (same with the existing uniform of the Philippine Expo Secretariat)</td><td>5 sets</td><td>01 June 2025</td></tr> <tr> <td>3</td><td>Polo Shirts with lock up logo Maroon - 5pcs Gray - 5pcs Black Round Neck Shirt (5pcs) Polo with Embroidery (5pcs)</td><td>5 pcs per color - total 20pcs</td><td>01 June 2025</td></tr> <tr> <td>4</td><td>Logistical requirements (airtickets, visa, comprehensive travel insurance)</td><td>3 pax</td><td>01 June 2025</td></tr> </tbody> </table> <p>I. Pavilion Guides - 3pax Three (3) Pavilion Guides to provide services as follows:</p> <ol style="list-style-type: none"> Pavilion Guides will be reported directly to the Pavilion Manager Greet and welcome visitors Guide the visitor into the Pavilion spaces 	Item	Descriptions	No. of Pax	Schedule of Delivery	1	Pavilion Guides	3pax	01 June 2025	2	*Uniforms for the Guides (4 Male / 1 Female) - Barong, Pants and Brown, Pants Black, 1 kimono and 1 jacket with Philippine Weave (same with the existing uniform of the Philippine Expo Secretariat)	5 sets	01 June 2025	3	Polo Shirts with lock up logo Maroon - 5pcs Gray - 5pcs Black Round Neck Shirt (5pcs) Polo with Embroidery (5pcs)	5 pcs per color - total 20pcs	01 June 2025	4	Logistical requirements (airtickets, visa, comprehensive travel insurance)	3 pax	01 June 2025	Php520,000.00	PhP520,000.00
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	<ol style="list-style-type: none"> 4. Controls flow of the visitors in the areas and queue lanes 5. Report significant matters during the debriefing 6. Provide special assistance to guests with special needs such as those in wheelchairs and other disabilities 7. Ensures a safe environment by maintaining clear passageways in the exhibit areas and reporting suspicious behavior to the Security on duty 8. During emergency situations, guides women and children first towards the exit area/s; 9. Other duties that may be assigned from time to time <p>The Pavilion Guides will report to the Pavilion six (6) days per week (with one day off per week)</p> <ul style="list-style-type: none"> - With a two (2) shifting schedule <ol style="list-style-type: none"> 1st shift - 8:00am to 5:00pm 2nd shift - 1:00pm to 10:00pm - Schedule of day off and shifting shall be determined by the Pavilion Manager, subject to adjustments to be agreed by both the PM and PG <p>Qualifications of the Pavilion Guides:</p> <ul style="list-style-type: none"> • Filipino or Japanese citizen, of legal age • Fluent in both English and Nihongo • Good personality traits: friendly, enthusiastic, personable, confident, and extroverted. • Strong communication skills: good storytelling abilities, public speaking experience, and proficiency in relevant languages. • Customer service experience: previous experience in customer service or guiding tours. • Physical fitness: ability to stand or walk for extended periods and handle physically demanding tasks. • Knowledge base: Passion for travel, history, culture, and local attractions of the Philippines. • Educational background: BA in Linguistics - Japanese Language • Certification or training: certification or training programs that can enhance credibility and skills. <p>Documents to be submitted by the Pavilion Guides Applicants to validate their qualifications</p> <ol style="list-style-type: none"> 1. Updated Curriculum Vitae 2. Certificate for passing Japanese Language Proficiency Test or any evidence available 3. True Copy of Grades from the School, if diploma is not yet available 4. Any other certificates issued (for any training or as Exchange Student in Japan) 		
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	<p>5. Copy of SSS Application or SSS ID</p> <p>II. Additional five (5) sets of Uniforms for the Pavilion Guides</p> <ol style="list-style-type: none"> 1. Barong (short sleeve) 2. Blazer/ Jacket with Weave 3. Black and Khaki pants 4. Kimono 5. Polo Shirt (Maroon and Khaki) 6. Black Shirt (short sleeve) 7. Polo with embroidery <p>III. Roundtrip International air tickets for three (3) Pavilion Guides including comprehensive travel insurance for the duration of the trip and travel tax</p> <p>IV. Visa and other travel fees for three (3) Pavilion Guides</p> <p>DATA, LOCAL SERVICES, PERSONNEL, AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY</p> <p>The TPB shall provide the following:</p> <ol style="list-style-type: none"> A. Shared accommodation for three (3) Pavilion Guides, for the whole duration of stay in Osaka, Japan B. Release of salary in the amount of JPY 12,760 per day, including transportation allowance A. Visa assistance for the three (3) Pavilion Guides B. Expo accreditation passes C. Themed uniforms <p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <p>Qualifications for Bidder</p> <ol style="list-style-type: none"> 1. Must be Filipino owned, operated, and legally registered Company under Philippine laws and must be in operation for the last five (5) years. 2. Bidders must have handled at least three (3) similar projects for the last five (5) years. Similar projects refer to provisions of talents, speakers, performers, and the likes intended for international events including logistical requirements. <p>OTHER TERMS AND CONDITIONS</p> <ol style="list-style-type: none"> 1. The TPB shall not be held liable for any loss or damage to the person or property of the Pavilion Guides that may occur on the premises for any reason. 2. In case the Pavilion Guides involve in any illegal activities (such as being ill-whistlers/ undocumented/ TNT immigrants), the TPB will not be held liable. Instead, the supplier will be 		
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	<p>held accountable and will be responsible for compensating the TPB for any resulting damages.</p> <p>3. No employee-employer relationship shall be established between TPB and the Pavilion Guides.</p> <p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>The project shall commence from the date of receipt of the Notice to Proceed until 13 October 2025.</p>		
	<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 <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	PhP520,000.00 inclusive of all applicable fees and taxes		PhP520,000.00

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 12:00 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