



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		Particul	ars		Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	SCOPE C	OF WORK/SERVICES/D	ELIVERAB	LES	Php520,000.00	PhP520,000.00
	Item	Descriptions	No. of	Schedule of		
			Рах	Delivery		
	1	Pavilion Guides	Зрах	01 June 2025		
	2	*Uniforms for the Guides (4 Male / 1 Female) - Barong, Pants and Brown, Pants Black, 1 kimono and 1 jacket with	5 sets	01 June 2025		
		Philippine Weave (same with the existing uniform of the Philippine Expo Secretariat)				
	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 рах	01 June 2025		
		n Guides - 3pax ) Pavilion Guides to pr Pavilion Guides will b Pavilion Manager Greet and welcome v Guide the visitor into	e reportec isitors	directly to the		

## TOURISM PROMOTIONS BOARD PHILIPPINES





6<sup>th</sup> Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300 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

4.	Controls flow of the visitors in the areas and	
5	queue lanes Report significant matters during the	
5.	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	
The Pay	vilion Guides will report to the Pavilion six (6)	
	r week (with one day off per week)	
	h a two (2) shifting schedule	
	shift - 8:00am to 5:00pm	
	shift - 1:00pm to 10:00pm	
	edule of day off and shifting shall be determined	
-	Pavilion Manager, subject to adjustments to be by both the PM and PG	
agreeu		
Qualific	ations of the Pavilion Guides:	
	Filining or language sitison of logal age	
	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.	
Docum	ents to be submitted by the Pavilion Guides	
	nts to validate their qualifications	
	Undeted Constructions Vit	
	Updated Curriculum Vitae Certificate for passing Japanese Language	
2.	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)	

<ul> <li>Copy of SSS Application or SSS ID</li> <li>II. Additional five (5) sets of Uniforms for the Pavilion Guides <ol> <li>Balzer/Jacket with Weave</li> <li>Black and Khaki pants</li> <li>Kimono</li> <li>Polo Shit (Marcon and Khaki)</li> <li>Black Shit (Anton sizeve)</li> <li>Polo with embroidery</li> </ol> </li> <li>III. Roundtrip International air tickets for three (3) Pavilion Guides including comprehensive travel insurance for the duration of the trip and travel tax</li> <li>IV. Visa and other travel fees for three (3) Pavilion Guides</li> <li>DATA, LOCAL SERVICES, PERSONNEL, AND FACILITIES TO BE PROVIDED BY THE PROCURINE ENTITY</li> <li>The TPB shall provide the following: <ol> <li>Shared accommodation for three (3) Pavilion Guides, for the whole duration of stay in Osaka, Japan</li> <li>Release of salary in the amount of JPY 12,760 per day, including transportation allowance</li> <li>Visa assistance for the three (3) Pavilion Guides</li> <li>Expo accreditation passes</li> <li>Themed uniforms</li> </ol> </li> <li>ADDITIONAL TECHNICAL REQUIREMENTS:</li> <li>Qualifications for Bidder <ol> <li>Must be Filipino owned, operated, and legally registered Company under Philippine laws and must be in operation for the last three (3) similar projects for the last thy (5) years.</li> <li>Bidders must have handled at least three (3) similar projects for the last thy (5) years.</li> <li>Bidders must have handled at least three (3) similar projects for the last thy (5) years.</li> <li>Bidders must have handled the or any loss or damage to the person or property of the Pavilion Guides that may occur on the premises for any reason.</li> </ol> </li> <li>In case the Pavilion Guides involve in any illegal activities (such as being ill-whistlers/ undocumented/ TNT immigrants), the TPB will not be held lible. Instead, the supplier will be</li> </ul>		
Guides	5. Copy of SSS Application or SSS ID	
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      III. Roundtrip International air tickets for three (3)     Pavilion Guides including comprehensive travel     insurance for the duration of the trip and travel tax     IV. Visa and other travel fees for three (3) Pavilion     Guides     DATA, LOCAL SERVICES, PERSONNEL, AND FACILITIES     TO BE PROVIDED BY THE PROCURING ENTITY      The TPB shall provide the following:     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 JPV 12,760 per     day, including transportation allowance     A. Visa assistance for the three (3) Pavilion Guides     B. Expo accreditation passes     C. Themed uniforms      ADDITIONAL TECHNICAL REQUIREMENTS:     Qualifications for Bidder     1. Must be Filipino owned, operated, and legally     registered Company under Philippine laws and     must be in operation for the last five (5) years.     3. Bidders must have handled at least three (3)     similar projects for the last five (5) years.     3. Bidders must have handled at least three (3)     similar projects for the last five (5) years.     3. Bidders must have handled at least three (3)     similar projects for the last five (5) years.     3. Bidders must have handled at least three (3)     similar projects for the last five (5) years.     3. Bidders must have handled at least three (3)     similar projects for the base five (5) years.     3. Bidders must have handled at least three (3)     similar projects for the base five (5) years.     3. Bidders must have handled at least three (3)     similar projects for the base five (5) years.     3. Bidders must have handled at least three (3)     similar projects for the base for any loss or     damaget to the person or property of the Pavilion     Guides that may occur on the premises		
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ABC	PhP520,000.00 inclusive of all applicable fees and taxes	PhP520,000.00
Terms	Thirty (30) working days from the receipt of invoice/billing.	
	2. Price validity shall be for a period of thirty (30) calendar days.	
	letterhead.	
	1. All entries must be typewritten in your company	
	NOTE:	
	2. Revised Omnibus Sworn Statement	
	Technical Specifications     Revised Omnibus Sworn Statement	
	ATTACHMENTS:	
	4. Notanzed Nevised Onnibus Sworn Statement	
	4. Notarized Revised Omnibus Sworn Statement	
	3. Latest Income/ Business Tax Return	
	<ol> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's Permit</li> </ol>	
	LEGAL REQUIREMENTS:	
	The project shall commence from the date of receipt of the Notice to Proceed until 13 October 2025.	
	The project shall common the data of requirt of	
	PROJECT IMPLEMENTATION SCHEDULE	
	established between TPB and the Pavilion Guides.	
	3. No employee-employer relationship shall be	
	compensating the TPB for any resulting damages.	
	held accountable and will be responsible for	

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