

20 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 2025.05.137
PR No. 2025.05.028
Requirements: **Services of a Tour Operator for the Enhanced MICE Plus Program**

| Quantity | Particulars | Estimated Unit Price (PhP) | Total Amount (PhP) |
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| 1 lot | SCOPE OF WORK/SERVICES/DELIVERABLES | | Php700,000.00 PhP700,000.00 |
| | Event | HALF-DAY CITY TOUR (HERITAGE TOUR) | |
| | Inclusive Dates/Period | June to December 2025 | |
| | Proposed Destinations | <ul style="list-style-type: none">• Metro Manila and Environs• Clark, Pampanga• Baguio• Cebu• Davao | |
| | Audience Profile | Foreign delegates/participants | |
| | No. of Runs | Multiple* | |
| | No. of Pax Per Run | Minimum Guarantee: 20 pax | |
| | <p>*NOTE: The bid quotation/proposal must be on per pax basis; the number of runs will depend on the actual number of pax per tour/run</p> <p>A. Transportation</p> <ul style="list-style-type: none">• Provide one (1) unit air-conditioned tourist coach bus for 57 pax or two (2) coasters for 27 pax each• Preferably, vehicles must be new or not older than three (3) years, subject to the approval of the TPB. Vehicle year model must be at least 2021 and up.• Provide a professional and well-groomed licensed driver. | | |

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| | <ul style="list-style-type: none"> • Proposal must cover cost of gasoline expenses, tolls and parking fees, meals of drivers. <p>B. Tour Guides</p> <ul style="list-style-type: none"> • Provide at least two (2) duly licensed DOT-accredited tour guides preferably from an organization that provides tour guides. • Fluent and conversant in English and well-versed in Philippine history, culture, tradition, art, as well as current events. • Must have at least two (2) years of experience in tour guiding of foreign participants. <p>Tour Operator must submit the following documents of the Tour Guide five (5) calendar days after receipt of Notice of Award (NOA):</p> <ol style="list-style-type: none"> 1. Proof of Accreditation from DOT 2. Proof of membership in associations of tour guides 3. Resume and list of groups handled for the last three years <p>C. Tour Coordinator</p> <ul style="list-style-type: none"> • Provide at least one (1) tour coordinator • Must have at least two (2) years of experience in coordinating tour groups with 20 or more foreign delegates. • Submit a resume of the tour coordinator including the list of groups handled, five (5) calendar days after receipt of Notice of Award. <p>D. Meals</p> <p>Provide one (1) meal during the tour: lunch with Filipino-Spanish menu or heavy snacks (merienda) featuring Filipino delicacies. The venue must be able to provide in-house local entertainment. The cost estimate of meal per pax must not be below P1,500.00.</p> <p>E. Tour Kits</p> | | |
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| | <p>Provide the following amenities for each participant, packed in a sustainable bag:</p> <ul style="list-style-type: none"> • Hat and Hand-fan <ul style="list-style-type: none"> -simple native design depicting Filipino culture -preferably made from eco-friendly materials • Bottled water, 330/350 m • Candies (mint) • Dry and wet tissues • Sanitizer/Alcohol (small bottle) <p>F. Banner Provide one (1) full-color banner of 72x36 inches (for group photo ops). Design to be provided by the TPB.</p> <p>G. Insurance Provide appropriate general insurance coverage of P500,000.00 per participant.</p> <p>H. Miscellaneous Expense Must allocate an amount of P10,000.00 for 20 pax minimum per run for ground/entrance fees and other onsite incidental and contingency related expenses.</p> <p>I. Other Requirements</p> <ul style="list-style-type: none"> • Tour Operator may propose/modify the itinerary as deemed fit for the group and in consideration of time, subject to TPB approval. • Provide a First Aid Kit onboard the vehicle with basic medicines (headache, fever, motion sickness, pain reliever, antacids for upset stomach, diarrhea, antihistamine for allergies, etc. • Provide umbrellas. • Provision of an assisted-listening system (wireless tour guide audio system) is an advantage. • Compilation of digital photos of the tour (in .jpeg format), stored in a Google drive folder and link sent to the TPB via email no later than fifteen (15) days after the tour is conducted. | | |
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| | <ul style="list-style-type: none"> • Copy of list of participants <p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Must be a Filipino-owned, operated, and legally registered Travel and Tour Operator under Philippine laws. 2. Must be a DOT-accredited tour operator. [Provide a copy of the valid DOT accreditation certificate] 3. Must be engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid. 4. Must have a professional track record in handling international groups. [Provide at least two government and private sector similar projects handled for the past three (3) years] <p>PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)</p> <p>June to December 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 3. Statement of Compliance <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 | PhP700,000.00 inclusive of all applicable fees and taxes | | PhP700,000.00 |

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 **27 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**