

07 August 2025

## REQUEST FOR QUOTATION (RFQ)

The **TOURISM PROMOTIONS BOARD** invites you to submit a quotation for the items listed below;

**RFQ No.** TPB-RFQ 2025.08.229  
**PR No.** 2025.07.056

**REQUIREMENTS:** SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE MICE CITIES – MICE 101 & 102 TRAINING PROGRAMS IN SORSOGON

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>I. ROUND-TRIP AIR TICKET</b></p> <p>Purchase of Roundtrip Domestic Economy Air Tickets, subject to confirmation with TPB:</p> <ol style="list-style-type: none"> <li>Air Tickets for 11 pax (MNL – DRP – MNL) <i>Inclusive of one (1) piece minimum 20-kilogram baggage allowance per passenger</i></li> <li>Rebookable, refundable, and reroutable</li> <li>Travel insurance for 11 pax</li> <li>Terminal fees and other applicable taxes and fees</li> </ol> <p><b>II. VAN RENTAL</b></p> <p>Provision of vehicles based on the following considerations:</p> <ol style="list-style-type: none"> <li>Securing necessary permits.</li> <li>Two (2) van units (fully-air-conditioned with head rests) that will serve as passenger vehicles for five (5) days for the resource persons/ speakers/ facilitators, secretariat, and DOT Region 5. The said vehicles will follow the below indicative itinerary: <ul style="list-style-type: none"> <li>Bicol International Airport to Sorsogon City and vice versa</li> <li>Sorsogon City and Environs</li> </ul> </li> </ol>	PhP1,000,000.00	PhP1,000,000.00

**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



	<p>c. One (1) van unit that will serve as a luggage vehicle upon arrival and departure. The said vehicle will follow the below indicative itinerary:</p> <ul style="list-style-type: none"> <li>• Bicol International Airport to Sorsogon City and vice versa</li> </ul> <p>d. Provision for onboard umbrellas, and first-aid kit:</p> <ul style="list-style-type: none"> <li>• Antacid for upset stomach</li> <li>• Paracetamol for headache and fever</li> <li>• Antihistamine for allergies</li> <li>• Loperamide for diarrhea</li> <li>• Meclizine hydrochloride for motion sickness</li> <li>• Ibuprofen for pain reliever</li> </ul> <p>e. Must be 2020-year model or newer.</p> <p>f. Maximum of fifteen (15) hours per day.</p> <p>g. Inclusive of comprehensive insurance, gas, parking and toll fees (as applicable), drivers' fees, overtime payment (as applicable), meals, transportation, and other related expenses.</p> <p>h. Provision for clearly visible signages on the vehicle.</p> <p>i. The driver must be:</p> <ul style="list-style-type: none"> <li>• Experienced tourist drivers who can speak English and Filipino</li> <li>• Equipped with a working mobile phone for easy coordination</li> <li>• A holder of a valid professional driver's license</li> <li>• Have trip tickets available during duty</li> <li>• Always wearing proper attire and company ID during the trip</li> </ul> <p>j. If the vehicle breaks down during transit, the winning bidder must provide a replacement within an hour.</p> <p><b>III. ACCOMMODATION</b></p>		
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	<p>Provision of Hotel Accommodation, <u>subject to discussion with and approval of TPB.</u></p> <ol style="list-style-type: none"> <li>a. Rooms: <ul style="list-style-type: none"> <li>• Six (6) single occupancy rooms for speakers/facilitators/resource speakers for four (4) nights</li> <li>• Three (3) triple / double occupancy rooms for secretariat, DOT, and other staff for four (4) nights</li> </ul> </li> <li>b. Must be DOT-accredited accommodation in Sorsogon City</li> <li>c. Must include complimentary breakfast</li> <li>d. Must be air-conditioned rooms</li> <li>e. Must have its own private bathroom</li> </ol> <p><b>IV. Other Requirements</b></p> <ol style="list-style-type: none"> <li>Provision and Production of 66 Kits, subject to approval of TPB, containing the following: <ul style="list-style-type: none"> <li>• Katsa / Cacha Bag (Tote Type)</li> <li>• Spiral Notebook with Sticky Notepad (Office post-it sticky notes flags/tabs with branding)</li> </ul> Complemented by a <b>bamboo ballpen with a phone holder</b> <p><i>(Kindly see the Statement of Compliance and Technical Specifications for complete details of the requirements)</i></p> </li> <li>Provision and Production of a Photo Opportunity Banner</li> <li>Provision of at least one (1) tour coordinator from the tour operator to manage on-site requirements and arrangements throughout the duration of the program. He/she shall work closely with the assigned TPB officer on all matters required. <ul style="list-style-type: none"> <li>• Must have at least three (3) years of relevant work experience.</li> <li>• <b><u>A copy of the Curriculum Vitae (CV) must be submitted together with the proposal.</u></b></li> </ul> </li> </ol>		
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	<p>4. Provision of seminar/office supplies such as but not limited to A4 bond papers, scissors, staplers, folders, clear books, bulldog clips, paper clips, pencils with erasers, sharpeners, sticky notes, whiteboard markers, tapes.</p> <p>5. Allocate an amount of <b>FIFTY THOUSAND PESOS ONLY (Php50,000.00)</b> for event contingencies, incidentals, and miscellaneous expenses beyond the listed requirements subject to approval or instructions of the TPB. This must be based on actual cost and must be supported with official receipt / sales invoice. This fund will cover unforeseen needs during the event such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Additional food or beverages for speakers, VIPs, or guests;</li> <li>• Additional seminar supplies;</li> <li>• Additional baggage allowance;</li> <li>• Communication allowances and other necessary expenses.</li> </ul> <p><b>IV. TERMS AND CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. Should be able to respond to immediate / unforeseen changes in specifications.</li> <li>2. Any partnerships or sponsorships secured by the TPB that offset costs in any of the program's components must be deducted from the final billing submitted by the winning bidder.</li> <li>3. The financial proposal must cover all expenditures to include the tour coordinator and his/her travel/logistical expenses, and all applicable taxes and fees.</li> <li>4. Payment shall be based on actual costs incurred.</li> <li>5. Any necessary changes to be made or implemented in the deliverables listed in the scope of services will be subject to the arrangements and approval of TPB and must be within the contracted amount.</li> <li>6. Neither party shall be held liable to the other for failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government</li> </ol>		
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	<p>pronouncements, natural or man-made eventuality.</p> <p>7. The TPB shall not be held liable for any loss or damage to the person or property of the Winning Bidder that may occur on the premises under any circumstances.</p> <p>8. Ensure the privacy and security of any and all confidential, privileged personal information, and/or sensitive personal information that they may have access to, and shall store, use, process, and dispose of the said privileged personal information, and/or sensitive personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations.</p> <p><b>INDICATIVE PROJECT IMPLEMENTATION SCHEDULE</b></p> <table><tr><th>DATE</th><th>ACTIVITY</th></tr><tr><td>20 October 2025</td><td><ul style="list-style-type: none"><li>• Departure from NAIA</li><li>• Arrival at Bicol International Airport</li><li>• Check-in at a hotel in Sorsogon City</li><li>• Inspection of MICE facilities by TPB/DOT/Resource Persons</li></ul></td></tr><tr><td>21 October 2025</td><td><ul style="list-style-type: none"><li>• Conduct of MICE 101 Training Program</li><li>• Inspection of MICE facilities by TPB/DOT</li></ul></td></tr><tr><td>22 – 23 October 2025</td><td><ul style="list-style-type: none"><li>• Conduct of MICE 102 Training Program</li><li>• Inspection of MICE facilities by TPB/DOT</li></ul></td></tr><tr><td>24 October 2025</td><td><ul style="list-style-type: none"><li>• Departure from Bicol International Airport</li><li>• Arrival at NAIA</li></ul></td></tr></table> <p><b>NOTE: <u>Attached is the Statement of Compliance with the Technical Specifications for complete details of the requirements.</u></b></p>	DATE	ACTIVITY	20 October 2025	<ul style="list-style-type: none"><li>• Departure from NAIA</li><li>• Arrival at Bicol International Airport</li><li>• Check-in at a hotel in Sorsogon City</li><li>• Inspection of MICE facilities by TPB/DOT/Resource Persons</li></ul>	21 October 2025	<ul style="list-style-type: none"><li>• Conduct of MICE 101 Training Program</li><li>• Inspection of MICE facilities by TPB/DOT</li></ul>	22 – 23 October 2025	<ul style="list-style-type: none"><li>• Conduct of MICE 102 Training Program</li><li>• Inspection of MICE facilities by TPB/DOT</li></ul>	24 October 2025	<ul style="list-style-type: none"><li>• Departure from Bicol International Airport</li><li>• Arrival at NAIA</li></ul>		
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	<p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS:</b></p> <ol style="list-style-type: none"><li>1. Company Profile (<i>if new bidder</i>)</li><li>2. SEC/DTI/CDA Registration, as applicable</li><li>3. Valid DOT Accreditation Certificate</li><li>4. List of projects or events similar to the requirement handled in the past five (5) years, preferably supported by the Certificate of Satisfactory Completion or its equivalent.</li><li>5. Copy of the Curriculum Vitae (CV) of the Tour Coordinator</li><li>6. Accomplished Statement of Compliance</li></ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"><li>1. PhilGEPS Registration Certificate</li><li>2. Business/Mayor’s Permit</li><li>3. Latest Income/Business Tax Return</li><li>4. Notarized Omnibus Sworn Statement</li></ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"><li>1. Statement of Compliance to the Technical Specifications</li><li>2. Omnibus Sworn Statement</li><li>3. Technical Specifications</li></ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"><li>1. All entries must be typewritten in your company letterhead.</li><li>2. Price validity shall be for a period of thirty (30) calendar days.</li></ol>								
Terms	<table><tr><th>PARTICULARS</th><th>TERMS OF PAYMENT</th></tr><tr><td>Upon submission of proof of booking confirmation for accommodation and transportation.</td><td>15%</td></tr><tr><td>Upon submission of post-event report, statement of account/billing statement, and other necessary payment documents.</td><td>85%</td></tr></table>	PARTICULARS	TERMS OF PAYMENT	Upon submission of proof of booking confirmation for accommodation and transportation.	15%	Upon submission of post-event report, statement of account/billing statement, and other necessary payment documents.	85%		
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ABC	The Approved Budget for the Contract (ABC) is PhP1,000,000.00, inclusive of all applicable taxes		PhP1,000,000.00						

Please submit your quotation, legal, and technical documents duly signed by your authorized representatives to the email addresses: **kristine\_aclan@tpb.gov.ph/ bac\_sec@tpb.gov.ph**, not later than **13 August 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

Please be informed that the Tourism Promotions Board Philippines is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



**GENESIS WEIYN B. LEE**

Acting Head

Procurement Management Division

**CONTACT PERSON: KRISTINE HEIZELLE B. ACLAN**