

Request for Quotation

28 October 2017

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

Quotation No. TPB-PR. 2017.10.673

Requirements: TOUR PACKAGE- METRO MANILA 17-19, NOVEMBER 2017

**Project Title: Australia – New Zealand Mega Familiarization Tour
10-19 November 2017 Cebu,Coron,Boracay,Bohol,Manila**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1	<p>TOUR PACKAGE- METRO MANILA 17-19, NOVEMBER 2017</p> <p>Australia – New Zealand Mega Familiarization Tour 10-19 November 2017 Cebu,Coron,Boracay,Bohol,Manila</p> <p>I. SCOPE OF WORK/DELIVERABLES:</p> <p>TPB requires the services of a tour operator that would be able to provide the following:</p> <p>1. Domestic Airtickets</p> <p>a. Domestic airtickets for 3 pax</p> <p>i. Ms. Micaela B. Ochoa</p> <p>11 Nov MNL-CEB PR 1843 0540H-0655H 17 Nov TAG-MNL PR 2774 1115H-1230H</p> <p>ii. Ms. Ma. Monina F. Valdez</p> <p>10 Nov MNL-CEB PR 2863 1845H-2000H 14 Nov CEB-MPH PR 2368 1040H-1130H 17 Nov MPH-MNL PR 2044 0945H-1045H</p>	Php400,000.00	Php400,000.00

	<p>iii. Mr. Joram Enrick S. Ng</p> <p>11 Nov MNL-CEB PR 1867 2035H-2150H 14 Nov CEB-USU PR 2682 0530H-0700H 17 Nov USU-MNL PR 2032 1000H-1055H</p> <p>2. Ferry Tickets for 1 pax - Ms. Micaela B. Ochoa SuperCat Ferry CEB-TAG 1535H</p> <p>3. Transportation (Bus/Coaster/Van) <i>(kindly refer to itinerary)</i></p> <p>– Manila (17-19 November, 76 pax)</p> <p>Note: * Uniformed, presentable and trained drivers * Gasoline, toll and parking fees * Dispatcher / coordinator per vehicle * Provision of first aid kit onboard * Provision of proper, approved, clean signage for the vehicles</p> <p>4. Tours (kindly refer to the attached itinerary) – Manila City tour</p> <p>i. To include a Carlos Celdran Walking Tour on 18 November 2017 for approx. 56 pax;</p> <p>ii. Meals good for 60 pax as per itinerary.</p> <p>- All incidental fees to be incurred during their stay (Entrance fees, Environmental fees, etc.)</p> <p>5. English-Speaking Tour Guide/s (Depends on number of vehicles to be provided) – Manila (18 November, 76 pax)</p> <p>The tour guide/coordinator should have The following attributes: – Attentive and addresses the needs</p>		
--	--	--	--

	<p>of the client</p> <ul style="list-style-type: none"> - Has been in the industry for at least 3 years - Must be willing to provide services on a send bill arrangement - Accredited by the Department of Tourism <p>6. Other Requirements</p> <ul style="list-style-type: none"> - Inclusion of additional miscellaneous and incidental expenses to be incurred during the tour (toll fees, environmental fees, entrance fees, etc) - Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following: <ul style="list-style-type: none"> - Coordination with TPB in all other matters required for the smooth implementation of the tour <ul style="list-style-type: none"> - Designation of a point person who will coordinate with TPB <p>IV. Time Frame and Schedule of Work</p> <p>A tour operator to provide the mentioned services from 17-19 November 2017. (Please see attached itinerary)</p> <p>V. Eligibility Requirements</p> <ol style="list-style-type: none"> 1. Must be DOT accredited. 2. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps). 3. Must be a member of DOT recognized organizations. 4. Must have handled at least three (3) government projects / events. 5. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor. 		
--	--	--	--

	<p>VI. Technical Eligibility Documents</p> <ol style="list-style-type: none"> 1. Company Profile 2. PhilGeps Accreditation 3. Valid DOT accreditation certificate 4. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name. 5. Valid and current Mayor's permit/municipal license <p>II. BUDGET:</p> <p>The allotted budget is PHP 400,000.00 (inclusive of all applicable taxes).</p> <p>III. PAYMENT PROCEDURE:</p> <p>Send bill to the TOURISM PROMOTIONS BOARD – ATTN: James A. Sy, after the completion of services</p> <p>IV. EVALUATION PROCEDURE:</p> <p>The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget.</p> <p>PROJECT OFFICER:</p> <p>MICAELA B. OCHOA Market Specialist, ASEAN & the Pacific Division International Promotions Department TOURISM PROMOTIONS BOARD 4/F, Legaspi Towers 300 Roxas Boulevard, Manila 1004 Philippines Office : +63 2 5259318 to 27 loc 203 /</p>		
--	---	--	--

	5257320 Email : micaela_ochoa@tpb.gov.ph **** Nothing Follows****		
Terms	30 days upon receipt of invoice		
ABC	Php400,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **06, November 2017, 1:00 P.M.** thru email at joanna_casimiro@tpb.gov.ph or thru fax no. 02 526-5971, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

REMIGIO U. PAGADUAN JR.

Officer – In – Charge

Procurement and General Services Division

Contact Person:

JOANNA MARIE C. CASIMIRO

Contact No.:

525-93-18 loc. 208

joanna_casimiro@tpb.gov.ph

Note: **All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement
7. Income Tax Return