

TPB/RFQ-2017-11-727

REQUEST FOR QUOTATION

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit quotation for the hereunder project:

TERMS OF REFERENCE

PROJECT TITLE: KYODO Television Filming

8-14 December 2017, Boracay

I. REQUIREMENTS: SERVICES OF A GROUND HANDLER

PROJECT

This project is a partnership with Fuji Television network, Inc. that aims to feature and introduce the island of Boracay as an ideal destination for young Japanese couple through its program “Koikami App”. The 30-minute app will be shown on Fuji Television on Demand, a cable channel with over 3-million subscribers all over Japan.

II. BACKGROUND

Kyodo Television is a Japanese television production company founded on 1958 as Kyodo Television. It is a subsidiary of Fuji Television, one of the largest television networks in Japan. Kyodo produces a wide variety of television shows, including drama, news, anime series, and so on.

Originally a part of Kyodo News, Kyodo Television was formed in 1958 through the joint financing of Tōkai Television Broadcasting, Kansai Telecasting Corporation, Nihon Kyōiku TV (NET, now TV Asahi), NHK, and other smaller partners as Kyodo Television News. In 1966, with the inauguration of Fuji News Network, Kyodo was producing television programs solely for Fuji TV.

The name of the company was changed to the present Kyodo Television in 1970, and the company began producing a variety of programming for the Fuji TV network.

For this project, Tourism Promotions Board (TPB) was invited to co-host the project by providing accommodation, meals, land transportation and tours for the models and production crew

The actual shoot is scheduled on December 08 – 14, 2017.

III. PURPOSE/OBJECTIVES

- a. To feature the Philippines as an international tourism and gastronomic destination.
- b. To drive more Japanese travelers to visit the Philippines.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a. Must be DOT-accredited;
- b. Willing to provide services on “send-bill” arrangement;
- c. Flexible and could adjust immediately to urgent requirements without additional cost to the client;
- d. Must arrange for the shooting permits in all the destinations covered.

V. SCOPE OF WORK/DELIVERABLES

- a. Draft itinerary is attached. Awaiting for the final itinerary.
- b. Must provide for on-site related expenses as the need arises
- c. Travel dates: December 08 - 14
- d. Destinations: Manila – Boracay
- e. The tour operator should have the following attributes:
 1. Attentive and addresses the needs of the client
 2. Has been in the industry for at least 3 years
 3. Must be willing to provide services on a send bill arrangement
- f. Airfare
 1. Manila to Caticlan
5J 899 ETD MNL 1000H; ETA MPH 1110H
 2. Caticlan to Manila
5J 902 ETD MPH 0230H; ETA MNL 0330H
- g. Boracay Accommodation
 1. One (1) Sea Premier Room at The Lind Boracay for December 8 – 14, 6 nights (with complimentary breakfast)
 2. Two (2) Beach Room at The Lind Boracay for December 8 – 14, 6 nights (with complimentary breakfast)
- h. Transportation and boat transfer (inclusive of taxes, meals of the driver, toll fees, gasoline and other related expenses)
 1. December 08 - NAIA Terminal 1 transfer to NAIA terminal 2 (2 vans)
 2. December 09 – 1 van
 3. December 13 – 2 vans
 4. December 4 - NAIA Terminal 2 transfer to NAIA terminal 2 (2 vans)
 5. RT Caticlan ferry tickets and terminal fees for 3 persons
 6. Hotel and airport transfers as indicated in the itinerary

i. Local Guide

1. Provision of (1) Japanese local guide for 6 days (preferably fluent in Tagalog and English as well)

j. Meals

1. Welcome lunch or dinner for 10 persons on December 10

k. Tours and activities

1. Parasailing for 2 persons
2. Helmet diving for 4 persons
3. Paraw sailing for 4 persons
4. Island hopping for 9 persons (including island lunch)
5. Spa for 3 persons at The Lind

l. Shooting and filming

1. Securing of shooting permits (if needed) in all location as stated in the itinerary
2. Please advise all establishment that the group will film

m. Other matters

1. Availability of cold towels, bottled water and snacks as the need arises.
2. Should TPB be able to secure sponsorships or discounted rates from partner establishments for this trip, the cost equivalent to the sponsorship value should not be included in the statement of account of the tour operator
3. The tour operator should be able to cater to any addition or cancellations provided it should not exceed the budget.
4. The statement of account should reflect the expenses incurred in the actual tour, inclusive of service charge and applicable taxes
5. Any other requirements that may be mutually agreed upon by TPB and the service provider
6. Tour operators must only transact with DOT-accredited suppliers.

VII. TECHNICAL/LEGAL ELIGIBILITY DOCUMENTS

- a. Must be accredited by the Department of Tourism (DOT)
- b. Must be accredited with the Philippine Government Electronic
- c. Procurement System (PHILGEPS)
- d. Mayor's Permit or License to Operate
- e. Income/Business Tax Return
- f. Omnibus Sworn Statement

Bid Price Ceiling is **PHP 532,800.00** inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the above-mentioned approved budget.

For particulars please contact:

Ms. Maria Febbie Alacapa
Marketing Communications Department
E-mail address: febbie_alacapa@tpb.gov.ph
Tel: 525-9310 loc 267/523-8960
0915 8638451

Please submit your quotation and legal documents in a sealed envelope not later than **28 November 2017**, 10:00 a.m. , 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	NILO C. ABON
Contact No	525-93-18 loc 208

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

23 November 2017

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