

11 April 2018

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2018-04-195

Requirements: Tour Operator Services for Vanilla Airlines Familiarization Tour

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p>I. BACKGROUND: DOT Tokyo, in cooperation with Vanilla Airlines, is organizing a familiarization tour for Japanese travel agents to Cebu and environs scheduled on 13-16 May 2018. A total of 13 participants were invited to join the fam trip composed of 8 travel agents, 4 Vanilla Airlines representatives and 1 China Airlines, to be accompanied by 1 DOT Tokyo representative.</p> <p>Vanilla Airlines seeks to develop tour packages for Japanese travelers to Cebu and conduct site inspection of hotels and resorts in the location.</p> <p>II. DETAILS OF THE EVENT:</p> <p>Date : 13-16 May 2018 Venue : Cebu and environs Expected Number of Foreign Participants: 13 pax Total No. of Participants : 14 pax including TPB Officer</p> <p>III. SCOPE OF WORK/DELIVERABLES: TPB requires the services of a tour operator that would be able to provide the following:</p> <p>a. Accommodation</p> <ul style="list-style-type: none"> • Fourteen (14) single deluxe room accommodations with breakfast at a five-star luxury hotel/resort in Mactan Island, Cebu for 2 nights on 13-15 May 2018, preferably Crimson Resort and Spa, Movenpick Hotel Mactan Island Cebu and Plantation Bay Resort & Spa. <i>(Awaiting approval of sponsorship and should be deducted from the actual billing if granted)</i> • Fourteen (14) single deluxe room accommodations with breakfast at a five-star luxury hotel in Cebu City for 1 night on 15-16 May 2018, preferably Radisson Blu Cebu, Cebu City Marriott Hotel and Marco Polo Hotel Cebu. <i>(Awaiting approval of sponsorship and should be deducted from the actual billing if granted)</i> 	Php 460,000.00	Php 460,000.00

	<p>b. Transportation (kindly refer to itinerary)</p> <ul style="list-style-type: none"> • 1 Coaster <ul style="list-style-type: none"> – Cebu from 13-16 May 2018 <p>c. Meals and Beverages (Refer to itinerary; hosted meals to be deducted from the billing statement)</p> <ul style="list-style-type: none"> • Lunch for 14 pax from 13-16 May 2018 • Dinner for 14 pax from 13-15 May 2018 • Onboard bottled mineral water for 14 pax for the duration of the tour • Snacks on the road during the duration of the familiarization tour to Cebu <p>d. Tours and activities</p> <ul style="list-style-type: none"> • Cebu City Tour including shopping malls • Hotels/resorts ocular inspection and activities <p>e. Japanese Speaking Guide</p> <ul style="list-style-type: none"> • One (1) DOT accredited Japanese speaking tour guide to accompany the guests during the tour in Cebu and environs; <p>f. Tour Coordinator to accompany and facilitate the familiarization trip</p> <p>g. Miscellaneous expenses</p> <ul style="list-style-type: none"> • Inclusion of toll fees, entrance fees, etc. • Inclusion of miscellaneous/incidental expenses to be incurred during the tour <p>h. Other Requirements</p> <ul style="list-style-type: none"> – Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following: <ul style="list-style-type: none"> – Uniformed, presentable and trained drivers – Gasoline, toll and parking fees – Provision of first aid kit onboard – Provision of proper, approved, clean signage for the vehicles – Coordination with TPB in all other matters required for the smooth implementation of the tour – Designation of a point person who will coordinate with TPB – Tour operator to provide a detailed breakdown of the bid proposal as basis of the actual billing in the event that sponsorships shall be granted. <p>The tour operator should have the following attributes:</p> <ul style="list-style-type: none"> – Attentive and addresses the needs of the client – 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><i>**The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total expenses</i></p>		
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Terms	30 days upon receipt of invoice		
ABC	Php 486,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **16 April 2018**, 5:00 p.m. in a **SEALED QUOTATION**, 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.

(sgd.)

EMMANUEL ZARATE

Officer – In – Charge

Procurement and General Services Division

Contact Person

MARIA SALVE CATRIONA U. PONTING

Contact No

525-93-18 loc 217

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

Kindly submit the following documents for eligibility:

- a. PhilGEPS Membership/Certificate
- b. Mayor's Permit /Business Permit (valid)
- c. Business/Income Tax Return
- d. Notarized Omnibus Sworn Statement
- e. DOT Accreditation Certificate