

**TPB/RFQ-2018-03-0171**

**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:** OCULAR INSPECTION OF BORACAY AND THE 27<sup>TH</sup> TPB BOARD OF DIRECTOR'S MEETING  
11-13 April 2018, BORACAY

**REQUIREMENTS:**

**SERVICES OF A TOUR OPERATOR**

**I. BACKGROUND**

The Tourism Promotions Board (TPB) aims to tackle important matters regarding various projects of TPB to ensure the proper implementations and compliance of its projects.

The TPB's Board of Directors shall conduct the 27th TPB Board of Directors Meeting on 11-13 April 2018. Likewise, an ocular inspection of Boracay Island is scheduled during the above mentioned dates to validate the Boracay Action Plan, prior to its recommended closure.

**II. SCOPE OF SERVICES**

Destination : Boracay  
Schedule : 11 – 13 April 2018  
Number of Pax : Thirty six (36) attendees

Land Arrangement - Boracay

1. Roundtrip airport and boat transfers (11 and 13 August)
2. Two (2) Junior Suite Rooms (or its equivalent) with breakfast ; two (2) nights accommodation  
  
Ten (10) Premium Seaview Rooms (or its equivalent) with breakfast ; two (2) nights accommodation  
  
Thirteen (13) Superior Seaview Rooms (or its equivalent) with breakfast ; two (2) nights accommodation based on Twin Occupancy (3 rooms) and Triple Sharing (1 room)

**\*\* Note:**

- Preferred hotel/resort category: 4-5 star property (Movenpick Resort and Spa Boracay)
  - Other hotels, for approval of TPB
3. Transportation:
- Transfers for 11 - 13 April (Caticlan Airport and Boracay Island)
- One (1) unit of 21 seater coaster (2014 model or newer) and Four (4) units of 8-10 seater vans (2014 model or newer)
- Ocular Inspection of Boracay Island
- Six (6) units of 8-10 seater vans (2014 model or newer)
4. Implement ocular inspection for the attendees:
- Inspection of Boracay Island on 12 April 2018

#### Other Requirements

1. First Aid Kit onboard the vehicle/ with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
2. Provision of AM snacks, cold towels and bottled water during the ocular inspection,
3. Full board meals all throughout the duration of the stay, with one (1) round of drinks (choice of: bottled water, juice or soft drinks)
4. Entrance Fees/Environmental Fees
5. Airport and Ferry Terminal Fees
6. Porter Fees
7. Comprehensive Travel Insurance
8. Others:
  - In case of rain, provision of raincoats and golf umbrellas
  - Other miscellaneous expenses (e.g souvenir tokens, sampling of local delicacies, etc.)
  - Provision for on-site related expenses as the need arises

### **III. ELIGIBILITY REQUIREMENTS**

- Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

#### Documents to be submitted:

- Must submit copy of valid DOT-accreditation certificate
- Must be a member of Philippine Tour Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA) or other travel-related organizations
- Must submit list of projects completed / clients for the past two years

#### **IV. SPECIAL/ADDITIONAL REQUIREMENTS**

The Travel and Tour Operators must be:

- DOT-accredited establishment.
- Engaged in the business as travel and tour operator for at least five (5) years at the date and time of the opening of bids.
- At least five (5) years experience and expertise in inbound (domestic) travel.
- Participated in at least one (1) TPB road show / trade fairs abroad during the last five (5) years.
- Hotels and resorts where the TPB project officers will be booked should be DOT-accredited. Moreover, tour guides and tourist transport companies should be DOT-accredited
- Shall work on a three (3) pax minimum guarantee and would be paid according to the actual number of pax serviced and delivered which shall not exceed the ABC.
- Willing to provide services on "send-bill" arrangement.
- Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines.

Transport Service must be:

- DOT – Accredited vehicles
- Inclusive of licensed driver with uniform and company ID, fuel, driver's meals, applicable parking and toll fees
- Comprehensive insurance for the passengers

Tour Guide must be:

- Duly licensed and/or accredited by the DOT and preferably from known/reputable organization which provides tour guiding service.
- He or she must have at least three (3) years experience as a tour guide.
- He or she must have handled at least one foreign tour group, or foreign diplomatic/ dignitaries group.
- He or she must not have been convicted nor found guilty of any crime or administrative offense.
- He or she must be fluent and conversant in English.
- He or she should have a strong sense of Philippine history, culture and tradition, art as well as about current events.
- He or she must have an engaging personality such as being able to provide wholesome fun, humor and entertainment in his/her commentaries.
- He or she must be able to project confidence and composure even with difficult or demanding guests.

#### **V. APPROVED BUDGET FOR CONTRACT (ABC)**

Total Budget allocation for the Tour Operator is as follows:

<b>PHP 995,000.00</b>
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Quoted prices should be inclusive of taxes, management fee and other applicable fees.

## **VI. INVITATION TO SUPPLIERS**

TPB invites DOT-accredited tour operators to submit their bid proposals with the TPB for ANY or ALL of the attached tour modules per lot basis. The proposals shall include detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees and other applicable fees, charges and taxes), meals and accommodation with breakfast, tours with meals, entrance fees and environmental fees and other similar fees, taxes and charges, and guide fees.

Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components and subject to actual number of participants. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.

## **VII. PROJECT OFFICER/CONTACT PERSON**

### **EDMON GERALD LOZA/PRINCESS ELEFANTE**

Project Officers

Office of the Corporate Board Secretary

Email address: [edmon\\_loza@tpb.gov.ph/princess\\_elefante@tpb.gov.ph](mailto:edmon_loza@tpb.gov.ph/princess_elefante@tpb.gov.ph)

Tel. No: 247- 0812 / 525-9318 loc. 240

## **VIII. BILLING ARRANGEMENT**

### **Send bill arrangement based on actual number of participants**

Please send billing statement to:

### **EDMON GERALD LOZA/PRINCESS ELEFANTE**

Office of the Corporate Board Secretary

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Blvd., Manila 1104

**IX. TECHNICAL ELIGIBILITY DOCUMENTS**

1. PhilGeps Registration Certificate
2. Valid and current Mayor's permit/municipal license
3. ITR 2016
4. Omnibus Sworn Statement

Please submit your quotation and legal documents in a sealed envelope not later than **04 April 2018** ,1:00 p,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.

**EMMANUEL A. ZARATE**

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**

*28 March 2018*