

REQUEST FOR QUOTATION

14 August 2023

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

Quotation No. TPB-PR.2023.08.180 – 2nd Posting
PR No. 7.076

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE SEPTEMBER 2023 REGULAR BOARD OF DIRECTORS' MEETING AND PARTICIPATION IN PHITEX 2023 ACTIVITIES

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/SERVICES:</p> <p>A. PHITEX 2023 ACTIVITIES 18-22 September 2023</p> <p>1. Round-trip domestic airline tickets for 14 pax</p> <ul style="list-style-type: none"> ● Regular economy, re-bookable and re-routable <p>Routes:</p> <ul style="list-style-type: none"> - 12 round-trip Manila to Cebu with 20 kg baggage allowance - 1 round-trip Manila to Cebu with 40kg baggage allowance - 1 round-trip Cagayan De Oro to Cebu with 20kg baggage allowance <p>2. Premium Domestic Travel Insurance for 14 pax</p> <p>3. Room Accommodation</p>	PhP730,000.00	PhP730,000.00

	<ul style="list-style-type: none"> ● 3-star DOT-accredited hotel (or a higher-rated hotel, if the rates are competitive, preferably Waterfront Hotel) ● With daily breakfast ● For 7 Board Members (may vary, depending on the availability of the ex-officio and members and their alternates), 4 TPB key officials, and 2 staffs: <ul style="list-style-type: none"> - 4 days 3 nights (19 – 22 September 2023) - Single occupancy rooms ● For 1 TPB key official: <ul style="list-style-type: none"> - 5 days 4 nights (18 – 22 September 2023) - 1 Single occupancy room <p>4. Transportation for the whole duration of the trip, including airport transfers</p> <ul style="list-style-type: none"> ● Two (2) 12-seater vans (2018 model or newer) with driver (inclusive of gas, parking and overtime fees) and storage for luggage and equipment for both in Manila and Cebu ● with appropriate signage (for TPB’s approval) ● vehicle should be well sanitized, fully air-conditioned, clean, presentable, and in good running condition ● with airport passes/stickers for airport terminals, if applicable 		
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	<ul style="list-style-type: none"> ● All land transfer at destination as may be required ● Service shuttle shall be flexible and subject to the Board Members' availability and location in Metro Manila and/or Cebu ● Service from residence/location of Board Members within Metro Manila and/or key personnel to Ninoy Aquino International Airport and vice versa, subject to the Board Members' or personnel's availability, as necessary ● Service from TPB Office to Ninoy Aquino International Airport and vice versa, as necessary ● Service from Mactan-Cebu International Airport to hotel (TBA) and vice versa, as necessary ● Service to PHITEX 2023 activities (please see attached tentative itinerary) ● Service to venues of the designed lunch, dinner, and other social functions/activities (please see attached tentative itinerary) <p>5. Provision of 1 Tour Coordinator to accompany the group for the duration of the trip with the following qualifications:</p> <ul style="list-style-type: none"> ● Tour coordinator must have at least three (3) years of relevant experience. 		
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	<p>Submit CV together with the Bid Quotation</p> <ul style="list-style-type: none"> ● Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation <p>6. Provision of one 1 licensed DOT-accredited English/Filipino-speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none"> ● Must be expert or familiar of the destination ● Must be fluent and conversant in English and Filipino ● Must have an in-depth knowledge of Cebu <p>7. 14 incentivized travel necessities per pax</p> <ul style="list-style-type: none"> ● Surgical masks (at least 1 per day), tissue, disinfectant wipes, face shield, hand sanitizer/ alcohol (at least 70% alcohol solution), mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) <p>8. 2 first aid kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) to be placed in the van</p> <p>9. Organize lunch, snack, and dinner for the Board of Directors and few key</p>		
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	<p>officials/personnel, as necessary and approved by TPB (<i>please see attached tentative itinerary</i>)</p> <ul style="list-style-type: none"> - September 18, 2023 Lunch and Dinner of 1 TPB Key Personnel, not exceeding 1,000 for the whole day - September 19, 2023 Lunch for 12 pax at the airport - September 20, 2023 Lunch during the board meeting, as provided in Item III(B) of this Technical Specifications - September 21, 2023 Lunch, snack, and dinner for 14 pax <p>10. On-site miscellaneous/related expenses worth Php 30,000.00, to be used as the need arises</p> <p>11. Any other arrangements that may be mutually agreed upon by TPB and the supplier.</p> <p>B. REGULAR BOARD OF DIRECTORS MEETING - 20 September 2023</p> <p>Function Room/Venue</p> <p>Provision of the following facilities/services:</p> <ul style="list-style-type: none"> ● 3-star DOT-accredited hotel (or a higher-rated hotel, if the rates are competitive, preferably Waterfront Hotel) ● Banquet or ballroom with minimum capacity for 20 pax 		
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	<ul style="list-style-type: none"> ● Capacity for hybrid meeting set-up (such as but not limited to audio-visual presentation set-up, high-speed internet connection with at least 100mbps) ● One (1) U-Shape Table Setup for 8 Board Members (may vary, depending on the availability of the ex-officio members and their alternates) and 1 Acting Corporate Secretary ● Separate Table for 8 TPB Executives ● Long table for 7 Secretariat members / staff / other key personnel ● 1 round table to be used by the VIPs during lunch ● Function room to be used from 9:30 AM until 6:00 PM ● Fully functional light and sound system with on hand technician for the duration of the function room usage ● Electric outlets/ extension cords per table ● 10 wireless microphone at the U-shaped table per Board Member and Acting Corporate Secretary ● 1 LCD Projector and Screen (rental included in the package) ● Signage stands for the meeting room and other directional signage 		
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	<ul style="list-style-type: none"> ● Telephone unit with outside line for local calls ● Pens/pencils and pads at tables ● Replenishable mint, nuts, candies, or chips per table <p>2. Food and Beverage</p> <ul style="list-style-type: none"> ● Managed lunch buffet inclusive of one round of soda, tea, or fruit juice (minimum of 4 kinds of main entrees excluding vegetables in the count) ● Submission of menu shall be subject to TPB's approval ● Afternoon snack inclusive of one round of soda, tea or fruit juice (Preferred: Sandwiches and/or Pasta) ● Option for early or packed lunch and/or snacks ● Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified ● Flowing brewed coffee, tea, and drinking water for the participants while the event is on-going ● Food served shall be fresh, hot and ready at least 30 minutes before each meal ● Food shall be served to the VIPs at their table 		
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	<ul style="list-style-type: none"> ● Minimum guarantee of 20 pax <p>3. Arrangement Set-Up (In Session)</p> <ul style="list-style-type: none"> ● All tables, chairs, dinnerware and glassware necessary for the event ● Designation of a banquet coordinator ● Waitstaff/service personnel clad in clean uniforms ● Stand-by dedicated waitstaff while the Board Meeting is being conducted ● 1 dedicated waitstaff/service personnel for identified VIPs <p>4. Any other arrangements that may be mutually agreed upon by TPB and the supplier.</p> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. Valid DOT Accreditation Certificate 4. List of completed at least three (3) projects for the past 3 years 5. CV of Tour Coordinator <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor’s permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance to the Technical Specifications 		
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	Note: 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP730,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **18 August 2023 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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

Thank you very much.



ROSSELLE D. ROMERO
Acting Head, Procurement and General Services Division
Administrative Department

Contact Person

(MISS) GENESIS WEIYN B. LEE

Contact No.

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