

REQUEST FOR QUOTATION

September 21, 2023

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

Quotation No. TPB-PR.2023.09.240
PR No. 9.027

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF MEDIA/INFLUENCER INVITATIONAL TOUR IN NEGROS ISLAND

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SPECIFICATIONS/SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Date : 24 – 28 November 2023 Venue : Negros Island (Bacolod) and Manila Total No. of Participants : 7 pax (6 participants + 1 TPB Project Officer)</p> <p>The project requires the services of a tour operator who will help and assist in the implementation of the said familiarization tours based on the rough itineraries prepared by TPB.</p> <p>Secured sponsorship or discounted rates should be deducted from the total expenses.</p> <p>Itinerary and dates are subject to change based on the availability of flights, accommodation, and activities of the chosen destinations.</p>	PhP998,000.00	PhP998,000.00

**Media/Influencer Invitational Tour in
Negros Island**

24 – 28 November 2023

Negros Island and Manila

PARTICIPANTS

Total number of participants: 7 pax

- 5 media/influencer participants
- 1 DOT Tokyo staff

1 TPB Project Officer

Note:

For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.

TRANSPORTATION

Roundtrip International Air Tickets

Tokyo – Cebu; Manila – Tokyo

For six (6) persons

- Regular economy
- Re-bookable
- Re-routable
- Refundable
- With 20 kilos baggage allowance per sector

Inclusive of all applicable taxes

Roundtrip Domestic Air Tickets

Cebu – Bacolod – Manila

For seven (7) persons

- Regular economy
- Re-bookable
- Re-routable
- Refundable
- With 20 kilos baggage allowance per sector
- Inclusive of all applicable taxes

Land transportation with driver for the whole duration of the trip inclusive of the following requirements:

1. One (1) unit of a coaster for 5 days.

	<p>2. One (1) additional van for luggage for 2 days (inclusive of driver and gas)</p> <ul style="list-style-type: none"> • Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour. • Vehicle year model must be at least 2018 or newer. • Must be equipped with: <ul style="list-style-type: none"> - Climate control or air-conditioning, PA system, and dashcam (front & back) - With safety belts for all seats - GPS or Waze and charge units for phones • Must be DOT-accredited and/or PATTO-accredited vehicles • Necessary expenses to cover all expenses including driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator. • Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests. <p>TRAVEL INSURANCE Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 7 pax</p> <p>ACCOMMODATION</p> <ul style="list-style-type: none"> • Must be DOT-accredited establishments in Bacolod and Manila. • Deluxe / 4 to 5-star category with upscale facilities. • Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). 		
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- Provision of 7 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for 4 nights.
- Provision for early check-in and/or late checkout based on the itinerary.
- Preferably with welcome amenities in the room upon check-in.
- Preferred hotels:
 1. Seda Capitol Central
 Fairmont Makati

MEALS AND BEVERAGES

Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage for 7 pax for the whole duration of the trip.

- Lunch @ PHP 1,300/pax/day x 7 pax x 5 days
- Dinner @ PHP 2,000 pax/day x 7 pax x 4 days
- Snacks @ Php 500/pax/day x 7 pax x 5 days
- With one round of beverages per meal.
- Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's proposal.
- If a plated meal, there should be at least 3 viands.
- Ensure provision of dietary requirements.
- Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)

TOURS AND ACTIVITIES

Provision of interactive/operational tours and activities for 7 pax

	<p>Tentative activities:</p> <ol style="list-style-type: none"> 1. Tour of Hacienda Rosalia 2. Tour of Cesar Lacson Locsin Ancestral House (El Ideal Bakery) 3. Inspection of Pilmico Piaya with piaya-making demonstration 4. Tour of The Ruins, Silay Heritage Houses, Balay Negrense 5. Inspection of Emma Lacson's Empanada with a demonstration <p><i>*Please refer to the itinerary of the group.</i></p> <ul style="list-style-type: none"> • Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. • Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB. • The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols. <p>TOUR KITS Provision of incentivized sustainable tour kits for 7 pax to include the following:</p> <p>Tour Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> • 500 ml reusable and sustainable water tumbler • One (1) pack of facial tissue • One (1) pack of wet wipes (biodegradable bamboo fiber material) • 50 ml. of 70% isopropyl alcohol in a spray bottle • Mints • Mosquito repellent in spray • Sunblock 		
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- Disposable hooded emergency raincoat
- One (1) sun visor/hat
- Cold towels
- Customized luggage tags (design is subject to TPB's approval)

TOUR SIGNAGES AND BANNER

- Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide.
- Provision of a tour banner for a group picture
- Placing of tour operator/supplier's logo is not allowed.
- Banner to be designed by TPB and printed out by the tour operator.

SERVICES OF A LICENSED DOT-ACCREDITED JAPANESE/ENGLISH-SPEAKING TOUR GUIDE/ INTERPRETER

One (1) Licensed DOT-Accredited Japanese-speaking tour guide based in Manila/Negros or One (1) Licensed DOT-Accredited English-speaking tour guide with a Japanese interpreter.

DOT-Accredited Japanese-speaking tour guide:

- Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events.

- Must have handled at least (1) foreign tour group.

Or

DOT-Accredited English-speaking tour guide with a Japanese interpreter:

- Must have handled at least (1) foreign tour group.
- DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and

conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events.

- Japanese interpreter must be familiar with tourism-related terminologies and must be fluent and conversant in Japanese and English.

TOUR COORDINATOR

Provision of one (1) tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour.

- Please submit a Curriculum Vitae of the tour coordinator together with the bid proposal.
- The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour.

CURATED SUSTAINABLE DESTINATION-BASED TOKENS

Provision of curated sustainable destination-based tokens for 7 pax

- Placing of tour operator/supplier's logo is not allowed.
- Proposed tokens and designs are subject to TPB's approval.

INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES

- Provision of budget amounting to at least PHP 5,900.00 to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses.

- Provision of one (1) first aid kit for the group, to include at least 6 pieces of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever.
- Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip.

**PROJECT IMPLEMENTATION
SCHEDULE/SCHEDULE OF
REQUIREMENTS**

A tour operator to provide the abovementioned services from 24 – 28 November 2023. (Please see attached itinerary)

**OTHER ADDITIONAL
TECHNICAL/ELIGIBILITY REQUIREMENTS**

1. Willingness to respond to immediate/unforeseen changes in specifications.
2. Willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred.
3. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws.
4. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal).
5. Must be engaged in the business as a travel and tour operator for at least five (5) years with experience and handled at least three (3) similar projects in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes

with foreign participants. In addition, must submit a list of completed government and private projects similar to the contract to be bid within the last 5 years, with the corresponding Certificate of Satisfactory Completion of Services.

6. Must not have a rating lower than 4.0 in the External Providers' Performance Evaluation within the last three (3) years.

7. Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality.

8. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the actual cost per pax.

9. Submit a certificate of undertaking that the tour operator company or travel agency concerned has free cancellation, rebooking, transferable or refundable policies.

10. Submit an ID of the Japanese-speaking tour guide or English-speaking tour guide and Japanese interpreter.

APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is NINE HUNDRED NINETY-EIGHT THOUSAND PESOS ONLY (PHP 998,000.00) inclusive of all applicable taxes and fees.

The winning bid shall be determined based on the submitted bid proposal and does not exceed the aforementioned approved budget.

TERMS OF PAYMENT

- Must be willing to provide services on a "send-bill" arrangement based on the actual number of participants and costs incurred.
- Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- 30 days upon receipt of SOA/billing
- Full payment will be on the send-bill arrangement statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.

Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.

MICKA ANJELLA D. CALZADO
Acting Head, North Asia Division
International Promotions Department
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Boulevard
Manila 1004

The supplier will be paid once the travel is completed.

The supplier is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In

	<p>case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p>CONTRACT DURATION The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.</p> <p>PROJECT OFFICER'S CONTACT INFORMATION Name : MS. LEANNE MADRILEJOS Market Specialist II, North Asia Division Contact No. : (02) 8247 0813 / (02) 8525 9318 to 27 local 233 E-mail Address: leanne_madrilejos@tpb.gov.ph</p> <p>TECHNICAL AND LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Mayor's / Business Permit 2. PhilGEPS Registration Number 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. Accomplished Statement of Compliance to the Technical Specifications (see attached Compliance to the Technical Specification Form) 6. List of Completed government and private project similar to the contract within the last 5 years <p>Note:</p> <ol style="list-style-type: none"> 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 PhP998,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **29 September 2023 on or before 5:00 P.M.** 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.



PAULA JESUSA C. GRANALE

OIC, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

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