

REQUEST FOR QUOTATION

August 31, 2023

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

Quotation No. TPB-PR.2023.09.207

PR No. 8.062

REQUIREMENTS: SERVICES OF TOUR OPERATOR FOR FIDUCIARY EVENTS WEEK

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>Specification:</p> <p>Event: HALF DAY CITY TOUR (INTRAMUROS) Date Time Indicative Date: 28 NOVEMBER 2023 Tuesday 7:00 – 12:00 Noon Destinations: Running Tour Rizal Park (Monument), Intramuros - Fort Santiago, Distelleria Limtuaco, San Agustin, Casa Manila, Shop Stores Audience Profile: Fiduciary, financial institutions, government institutions Number of Participants: 50 pax Minimum Pax Guarantee: 30 pax For excess in the number of participants, the tour operator shall charge the TPB based on the rate of the tour package computed per pax. Snacks: Preferably in Barbara’s. The tour operator may propose other appropriate venues. Transportation</p> <ul style="list-style-type: none"> Must provide one (1) unit air-conditioned 45 to 50-seater tourist bus or two (2) units air-conditioned 22 to 27- 	PhP200,000.00	PhP200,000.00

seater coaster. Preferably, new, or not older than three years, subject to the approval of the TPB.

- Must provide professional and licensed driver with a good personality and well groomed.
- Must cover gasoline expenses, tolls and parking fees

Tour Guide

- Must provide at least two (2) duly licensed and/or DOT- accredited tours guides and preferably from a known/reputable organization that provides tour guide.
- Must be fluent and conversant in English and well-versed in Philippine history, culture, tradition, art as well as current events.

Ground / Entrance Fees

Must cover all expenses related to the conduct of the tours such entrance/admission fees, and the like.

Snack

Must provide heavy snacks at the end of the tour, preferably featuring Filipino delicacies/snacks. Approximately P500 per pax.

Miscellaneous Expense

Must allocate an amount of P30,000.00 for contingency expenses

Others

- Must provide appropriate insurance coverage for passengers.
- Must provide one dedicated travel coordinator.
- Must submit a proposed itinerary with suggested sites/destinations to visit.
- Must provide amenities on board packed in a small sustainable pouch or bags (wet and dry tissues, candies and nuts, bottled water)
- Must provide onboard the vehicle, First Aid Kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea,

motion sickness, fever, pain reliever, etc.) plus, umbrellas.

- Provision of assisted listening system (wireless tour guide audio system) is an advantage.

PROJECT IMPLEMENTATION SCHEDULE

(Indicative Date)

Indicative date is on 28 NOVEMBER 2023, Tuesday, 7:00 – 1200 Noon

ADDITIONAL TECHNICAL REQUIREMENTS

The Tour Operator:

1. Must be a Filipino owned, operated and legally registered Travel and Tour Operator under Philippine laws. (Provide copy of current Mayor's or Business Permit)
2. Must be a DOT-accredited tour operator. (Provide a copy of valid DOT accreditation certificate)
3. Must provide a copy of DOT accreditation of tour guides engaged to conduct the tour one week before the event
4. Must be engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid. (Provide a list of government and private sectors similar projects handled for the past five years)

APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is TWO HUNDRED THOUSAND PESOS ONLY (P200,000.00) inclusive of all applicable fees and taxes.

TERMS OF PAYMENT

- A. Send bill arrangement.
- B. Billing must be based on actual number of tour participants with a minimum guarantee of 30 pax.
- C. Supplier must submit the following documents:
 - Statement of Account / Billing Statement with detailed costs for all

services rendered to include management fee addressed to:
Chief Operating Officer / Officer-in-Charge

Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Blvd.,
Manila 1100

- Compilation of photos of the tour in digital format to be sent via email to the TPB.

D. 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.

E. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

PROJECT OFFICERS' CONTACT INFORMATION

MILO S. OROPEZA

Acting Head, Events Marketing & Services Division, MICE Department
Milo_Oropeza@tpb.gov.ph

MARY ANN CARAMAT

Project Officer, Events Marketing & Services Division, MICE Department
Maryann_caramat@tpv.gob.gov.ph

TECHNICAL REQUIREMENTS

1. Company Profile
2. Accomplished Statement of Compliance to the Technical Specifications

LEGAL REQUIREMENTS

1. PhilGEPS Registration Certificate

	2. Updated Business/Mayor's permit 3. Notarized Omnibus Sworn Statement Attachments: 1. Technical Specifications 2. Statement of Compliance to the Technical Specifications 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 PhP200,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **11 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.


ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division
 Administrative Department

Contact Person
 Contact No.

MR. SOCRATES G. TORRES
 (8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**REQUIREMENTS: SERVICES OF TOUR OPERATOR FOR FIDUCIARY EVENTS WEEK
(PR No. 8.062)**

Quotation No. TPB-PR.2023.09.207

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	Event: HALF DAY CITY TOUR (INTRAMUROS)	
2	Date Time Indicative Date: 28 NOVEMBER 2023 Tuesday 7:00 – 12:00 Noon	
3	Destinations: Running Tour Rizal Park (Monument), Intramuros - Fort Santiago, Distelleria Limtuaco, San Agustin, Casa Manila, Shop Stores	
4	Audience Profile: Fiduciary, financial institutions, government institutions	
5	Number of Participants: 50 pax	
6	Minimum Pax Guarantee: 30 pax For excess in the number of participants, the tour operator shall charge the TPB based on the rate of the tour package computed per pax.	
7	Snacks: Preferably in Barbara’s. The tour operator may propose other appropriate venues.	
8	Transportation <ul style="list-style-type: none"> • Must provide one (1) unit air-conditioned 45 to 50-seater tourist bus or two (2) units air-conditioned 22 to 27-seater coaster. Preferably, new, or not older than three years, subject to the approval of the TPB. • Must provide professional and licensed driver with a good personality and well groomed. • Must cover gasoline expenses, tolls and parking fees 	
9	Tour Guide	

	<ul style="list-style-type: none"> • Must provide at least two (2) duly licensed and/or DOT-accredited tours guides and preferably from a known/reputable organization that provides tour guide. • Must be fluent and conversant in English and well-versed in Philippine history, culture, tradition, art as well as current events. 	
10	<p>Ground / Entrance Fees</p> <p>Must cover all expenses related to the conduct of the tours such entrance/admission fees, and the like.</p>	
11	<p>Snack</p> <p>Must provide heavy snacks at the end of the tour, preferably featuring Filipino delicacies/snacks. Approximately P500 per pax.</p>	
12	<p>Miscellaneous Expense</p> <p>Must allocate an amount of P30,000.00 for contingency expenses</p>	
13	<p>Others</p> <ul style="list-style-type: none"> • Must provide appropriate insurance coverage for passengers. • Must provide one dedicated travel coordinator. • Must submit a proposed itinerary with suggested sites/destinations to visit. • Must provide amenities on board packed in a small sustainable pouch or bags (wet and dry tissues, candies and nuts, bottled water) • Must provide onboard the vehicle, First Aid Kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) plus, umbrellas. • Provision of assisted listening system (wireless tour guide audio system) is an advantage. 	
14	<p>PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)</p> <p>Indicative date is on 28 NOVEMBER 2023, Tuesday, 7:00 – 1200 Noon</p>	
15	<p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <p>The Tour Operator:</p> <ol style="list-style-type: none"> 1. Must be a Filipino owned, operated and legally registered Travel and Tour Operator under Philippine laws. (Provide copy of current Mayor's or Business Permit) 	

	<p>2. Must be a DOT-accredited tour operator. (Provide a copy of valid DOT accreditation certificate)</p> <p>3. Must provide a copy of DOT accreditation of tour guides engaged to conduct the tour one week before the event</p> <p>4. Must be engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid. (Provide a list of government and private sectors similar projects handled for the past five years)</p>	
16	<p>APPROVED BUDGET FOR THE CONTRACT (BAC) The Approved Budget for the Contract (ABC) is TWO HUNDRED THOUSAND PESOS ONLY (P200,000.00) inclusive of all applicable fees and taxes.</p>	
17	<p>TERMS OF PAYMENT</p> <p>A. Send bill arrangement.</p> <p>B. Billing must be based on actual number of tour participants with a minimum guarantee of 30 pax.</p> <p>C. Supplier must submit the following documents:</p> <ul style="list-style-type: none"> • Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to: Chief Operating Officer / Officer-in-Charge Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100 • Compilation of photos of the tour in digital format to be sent via email to the TPB. <p>D. 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.</p> <p>E. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.</p>	
18	<p>CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date

SMS / EMAIL REQUEST FORM

Date: 4 September 2023

Control No. _____

Requested by:

Approved by:

ROSELLE D. ROMERO

Print Name over Signature

JANET W. CANOY

Print Name over Signature
(Department Head)

Procurement and General Services Division
Department / Division

Recipients: TPB Employees

Subject: Updated on the stock level of promotional materials and giveaways

Message: *(Text message is allowed a maximum of 160 characters only)*

Please see the attached updated list of promotional materials stored in the PGSD stockroom as of September 01, 2023. As the repository of such items, PGSD shall provide this update every first week of the month to notify concerned Departments of the inventory levels.

Thank you,
PGSD

Date of Broadcast: September 5, 2023

Attended by:

MISD Officer

Date: _____