

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.2023.09.241

PR No. 9.037

REQUIREMENTS: **Hong Kong SAR Travel Association Mega Familiarization Trip
Cebu and Bohol**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>Technical Specifications / Scope of Services</p> <ul style="list-style-type: none"> The project requires the services of a tour operator who will help and assist in the implementation of the said Hong Kong SAR Travel Association Mega Familiarization Trip, based on the rough itinerary prepared by TPB; The trip will be participated by 80 Members of Hong Kong Inbound Travel Agents Association (HKITA) + 3 PDOT Shanghai Personnel + 4 TPB Officers; Secured sponsorship or discounted rates should be deducted from total expenses; and Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations. <p>International Air Tickets and Tax/surcharge</p>	PhP999,800.00	PhP999,800.00

<p>1. 3 DOT Shanghai staff Duration: 26 and 30 October 2023</p> <p>Shanghai-Manila-Shanghai</p> <p>a. Shanghai-Manila – 26 October 2023</p> <p>b. Manila – Shanghai – 30 October 2023</p> <p>Domestic Air Ticket and 20 kilos extra Luggage Duration: 26 - 30 October 2023 (4Pax) 26 - 31 October 2023 (3Pax)</p> <p>Manila-Cebu-Manila</p> <p>a. Manila-Cebu – 26 October 2023</p> <p>b. Cebu-Manila – 30 and 31 October 2023</p> <p>Travel Insurance</p> <p>Travel insurance with coverage worth PhP 1 Million/pax</p> <p>Transportation</p> <p>80 Members of Hong Kong Inbound Travel Agents Association + 3 DOT Shanghai staffs + 4 TPB Project Officers</p> <p>Duration: 28-29 October 2023</p> <p>a. Two (2) unit Bus</p> <p>b. Air-conditioned</p> <p>c. 45 - 50 seaters plus luggage and comfortable chair for a long travel</p> <p>d. 2018 model or newer</p> <p>e. Inclusive of fuel, parking, overtime, toll fees, meals, and accommodation of the driver if deemed necessary</p> <p>f. Provide pick-up and drop-off of passengers</p> <ul style="list-style-type: none"> • Airport to hotel/resort 		
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	<ul style="list-style-type: none"> • Hotel/resort to the airport • Boat transfers • Transport to, from, and around Bohol (please refer to the attached itinerary) <p>g. Onboard comprehensive insurance</p> <p>h. Must be DOT-accredited</p> <p>Ferry Transportation</p> <p>Roundtrip Ferry Transportation in Cebu-Bohol (87pax)</p> <p>Tour Activities</p> <p>i. Bohol City Tour</p> <p>Bohol City Tour with DOT-accredited Chinese–Speaking Tour Guide for 1 day.</p> <p>ii. Bohol Island Hopping Tour Please refer to the attached Itinerary.</p> <p>Bohol Island Hopping Tour with Chinese-Speaking Tour Guide for 1 day.</p> <p>Requirements:</p> <ul style="list-style-type: none"> a. At least three (3) years of experience b. Must be fluent and conversant in English and Mandarin c. Must have handled at least one foreign tour group or foreign diplomatic/dignitaries’ group. d. Should have a strong sense of Philippine history, culture, art, tradition, and current events. <p>Meals</p> <p>Buffet / Family Style lunch and dinner and AM and PM snacks onboard</p> <p>28 and 29 October 2023</p> <p>*Meals should come with one (1) round of drinks (choice of water, juice, or soft drinks) and one can or bottle of beer</p>		
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	<p>*Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, diabetic, food allergies, etc.)</p> <p>Miscellaneous Expenses (Communication expenses, snacks on the road, coordination meetings, supplies, and other on-site & administrative expenses.)</p> <p>Other requirements</p> <ul style="list-style-type: none"> -Provision of travel kits for all the participants and officials a. Cold towels and bottled water on board the vehicle b. Provision of hygiene kit to include at least a small bottle of alcohol, 3D masks throughout the entire trip, wet wipes, tissue, sunscreen, and mosquito repellent lotion. c. First aid kit during tours and on vehicles with basic medicines (antacid for upset stomach, headache, medicine for hypertension, an antihistamine for allergies, diarrhea, motion sickness, etc.) d. Provision of raincoats and golf umbrellas in case of rain <ul style="list-style-type: none"> -Provision of materials needed as reference a. Provision of an itinerary booklet (with details such as activities and what to wear) and directory of the foreign embassy and TPB officials to all participants. (Content and design subject to the approval of TPB) b. Provision of signages/banners (Design subject to the approval of TPB) <ul style="list-style-type: none"> -Inclusion of all entrance, environmental, and other applicable fees 		
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<p>-Provision for onsite related expenses as the need arises worth PhP 50,000.00</p> <ul style="list-style-type: none"> - Comprehensive travel insurance with coverage throughout the trip <p>Other technical requirements:</p> <ul style="list-style-type: none"> - Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations, if applicable; and - Properties must observe health and safety protocols. <p>Additional Qualification of Bidders</p> <ul style="list-style-type: none"> - Attentive and addresses the needs of the client; - Must be a DOT-accredited tour operator company; - Philgeps platinum member; - Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the opening of bids; and - Willing to provide services on a send bill arrangement based on the entire actual cost. <p>Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> - Approved Budget for the Contract is NINE HUNDRED NINETY-NINE THOUSAND EIGHT HUNDRED PESOS (PhP 999,800.00) inclusive of all applicable fees and taxes. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget. <p>Terms of Payment</p> <ul style="list-style-type: none"> - Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there 		
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are no additional documentary requirements or billing concerns;

- The bidder is encouraged to have a Landbank account and/or must be willing to shoulder the bank charges; and
- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement must be based on the actual number of participants). TPB shall inform of the sponsorships two (2) weeks before the date of the event.

Please send the billing statement to:
MS. MICAELA B. OCHOA
Acting Head, ASEAN and the Pacific Division
International Promotions Department
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104

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 Officer / Contact Person
Ms. Micaela B. Ochoa
Acting Head
International Promotions Department – ASEAN and the Pacific Division
Email: micaela_ochoa@tpb.gov.ph
Contact No.: (02) 525 9318 to 25 loc. 293

Ms. Trixia D. Medina
Project Officer
International Promotions Department – ASEAN and the Pacific Division
Email: trixia_medina@tpb.gov.ph
Contact No.: (02) 525 9318 to 25 loc. 290


TECHNICAL AND LEGAL REQUIREMENTS
1. Mayor's / Business Permit

	<ol style="list-style-type: none"> 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) <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 PhP999,800.00 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.

 9/21/23
PAULA JESUSA C. GRANALE
 OIC, Procurement and General Services Division
 Administrative Department

Contact Person
Contact No.

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