

REQUEST FOR QUOTATION

07 September 2023

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

Quotation No. TPB-PR.2023.09.215

PR No. 9.015

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE JOINT FAMILIARIZATION TRIP IN PARTNERSHIP WITH STARLUX AIRLINES

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF WORK/SERVICES:</p> <p>DATE: 17-22 October 2023 (Indicative) DESTINATIONS: Clark – Bataan – Zambales NO. OF PARTICIPANTS: 12 Participants (minimum guaranteed: 10 pax) -10 agents -1 STARLUX Airlines representative -1 TPB project officer</p> <p>A. Transportation B. Travel Insurance C. Accommodation D. Meals And Beverages E. Interactive/Experiential Tours and Activities F. Tour Kits G. Giveaways H. Tour Banner I. Tour Coordinator J. Provision for Incidentals, Miscellaneous, and other On-Site Related Expenses K. First Aid Kit on board the Tour Vehicle/s with Basic Medicines</p>	PhP1,000,000.00	PhP1,000,000.00

	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. DOT Accreditation Certificate 4. Submit a list of US projects handled. 5. Submit a list of travels arranged within Region 3. <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 <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 PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **14 September 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.



ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

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