

## REQUEST FOR QUOTATION

October 20, 2023

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

**Quotation No.** TPB-PR.2023.10.285

**PR No.** 10.087

**REQUIREMENTS: SERVICE PROVIDER FOR TRANSPORTATION SERVICE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>Service Provider for Transportation Service for the 2023 TPB Team Building and Year-End Activities</b></p> <p>SCOPE OF WORK/ SERVICES/ DELIVERABLES: To Provide transportation services to TPB Employees</p> <p>A. Bus requirements:</p> <ul style="list-style-type: none"> <li>• 4 Buses (at least 45-50 seater with luggage compartment per unit)</li> <li>• Preferably latest bus vehicle model (from 2018 onwards);</li> <li>• With comprehensive insurance</li> <li>• Fully air-conditioned, clean, comfortable, presentable, and in good running condition</li> <li>• Must be equipped with a fire extinguisher, provision for a cooler for water/ beverage, umbrellas, and first aid kit</li> <li>• Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements</li> <li>• Vehicles should be properly disinfected and sanitized regularly</li> </ul> <p>B. Driver Requirements:</p> <ul style="list-style-type: none"> <li>• Must be holder of VALID Professional Driver's License</li> </ul>	PhP300,000.00	PhP 300,000.00

- With good personality and good grooming and must wear face mask at all times and fully vaccinated.
- Must submit negative antigen test 24hrs prior to the 1st day of service
- Must wear Polo Barong with shirt inside and black pants or the Company Uniform
- Must wear company ID all throughout the event
- Must submit daily trip ticket available when on/during duty
- Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination

C. Inclusive of meals, gasolines over time, accommodation of the drivers, parking, toll fees and other fees

D. Destination: TPB Office- Aquaria Water Park, Calatagan Batangas- TPB Office  
 note: buses should be at the venue 2 hours before the departure

**PROJECT IMPLEMENTATION**

- 11-13 December 2023 (3 days and 2 nights)

**ADDITIONAL TECHNICAL REQUIREMENTS**

Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

- Submit a Department of Tourism (DOT) Accreditation Certificate
- Submit a Department of Transportation (DOTr) Certificate with Transport Operator Certification
- Submit a Company Profile / List of Drivers and copies of LTO issued Driver's License
- Provide point person/coordinators/dispatchers closely coordinate with the project officer

**APPROVED BUDGET FOR THE CONTRACT (ABC)**

	<p>The approved Budget for the Contract (ABC) is THREE HUNDRED THOUSAND PESOS (PHP 300,000.00) inclusive of all applicable fees and taxes.</p> <p><b>TERMS OF PAYMENT</b></p> <ul style="list-style-type: none"> <li>• Payment within 30 days upon full completion of the services with</li> <li>• deliverables and submission of the invoice.</li> <li>• All incurred charges during the event proper will be settled thru send- bill arrangement.</li> <li>• Supplier must submit Statement of Account (SOA) or Billing Statement for processing of payment.</li> <li>• Payment will be made through Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to the preferred alternate bank will be shouldered by the bidder.</li> </ul> <p><b>CONTRACT DURATION</b></p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p> <p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Accomplished Statement of Compliance to the Technical Specifications</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Updated Business/Mayor's permit</li> <li>2. PhilGEPS Registration Certificate</li> <li>3. Notarized Omnibus Sworn Statement</li> <li>4. Copy of Driver License of assigned Drivers</li> <li>5. BIR 2303</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is Php300,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) not later than **26 October 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: SERVICE PROVIDER FOR TRANSPORTATION SERVICE**

**PROJECT: Service Provider for Transportation Service for the 2023 TPB Team  
Building and Year-End Activities**

**Quotation No. TPB-PR.2023.10.285**

**[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	<p>A. Bus requirements:</p> <ul style="list-style-type: none"> <li>• 4 Buses (at least 45-50 seater with luggage compartment per unit)</li> <li>• Preferably latest bus vehicle model (from 2018 onwards);</li> <li>• With comprehensive insurance</li> <li>• Fully air-conditioned, clean, comfortable, presentable, and in good running condition</li> <li>• Must be equipped with a fire extinguisher, provision for a cooler for water/ beverage, umbrellas, and first aid kit</li> <li>• Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements</li> <li>• Vehicles should be properly disinfected and sanitized regularly</li> </ul>	
2	<p>B. Driver Requirements:</p> <ul style="list-style-type: none"> <li>• Must be holder of VALID Professional Driver's License</li> <li>• With good personality and good grooming and must wear face mask at all times and fully vaccinated.</li> <li>• Must submit negative antigen test 24hrs prior to the 1st day of service</li> <li>• Must wear Polo Barong with shirt inside and black pants or the Company Uniform</li> <li>• Must wear company ID all throughout the event</li> <li>• Must submit daily trip ticket available when on/during duty</li> <li>• Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination</li> </ul>	

3	C. Inclusive of meals, gasolines over time, accommodation of the drivers, parking, toll fees and other fees	
4	D. Destination: TPB Office- Aquaria Water Park, Calatagan Batangas- TPB Office note: buses should be at the venue 2 hours before the departure	
5	PROJECT IMPLEMENTATION • 11-13 December 2023 (3 days and 2 nights)	
6	ADDITIONAL TECHNICAL REQUIREMENTS  Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.  • Submit a Department of Tourism (DOT) Accreditation Certificate • Submit a Department of Transportation (DOTr) Certificate with Transport Operator Certification • Submit a Company Profile / List of Drivers and copies of LTO issued Driver's License • Provide point person/coordinators/dispatchers closely coordinate with the project officer	
7	TERMS OF PAYMENT  • Payment within 30 days upon full completion of the services with deliverables and submission of the invoice. • All incurred charges during the event proper will be settled thru send- bill arrangement. • Supplier must submit Statement of Account (SOA) or Billing Statement for processing of payment. • Payment will be made through Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to the preferred alternate bank will be shouldered by the bidder.	
8	CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date