

## REQUEST FOR QUOTATION

06 October 2023

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

**Quotation No.** TPB-PR.2023.10.265 – 2<sup>nd</sup> Posting

**PR No.** 9.033

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR TAIWAN’S VIP FAMILIARIZATION TOUR**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
<b>LOT 1</b>	<p><b>SCOPE OF WORK/SERVICES:</b></p> <ul style="list-style-type: none"> <li>I. International Air Tickets and Tax/surcharge</li> <li>II. Domestic Air Tickets with 20 kilos of baggage plus 10 kilos extra baggage per pax</li> <li>III. Travel Insurance</li> <li>IV. Visa Fees</li> <li>V. Transportation</li> <li>VI. Tour Activities</li> <li>VII. Meals</li> <li>VIII. Miscellaneous Expenses</li> <li>IX. Other Requirements               <ul style="list-style-type: none"> <li>a. -Travel Kits</li> <li>b. -Itinerary Booklet</li> <li>c. -Signages and Banners</li> </ul> </li> </ul> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b>  <b>Location:</b> Davao City and Samal Island  <b>Indicative dates:</b> 18 to 23 October 2023</p> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> <li>3. DOT Accreditation Certificate –Tour Operator</li> <li>4. Curriculum Vitae (CV) - Tour Guide</li> <li>5. DOT Accreditation Certificate – Tour Guide</li> </ul>	PhP999,000.00	PhP999,000.00

	<p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor’s permit</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance to the Technical Specifications</li> <li>3. Itinerary</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. 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 PhP999,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **11 October 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**  
06 October 2023

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**(MISS) GENESIS WEIYN B. LEE**  
(8) 525-7312 local 266

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