

REQUEST FOR QUOTATION

October 3, 2023

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

Quotation No. TPB-PR.2023.10.256

PR No. 9.093

REQUIREMENTS: SERVICES OF TOUR OPERATOR

PROJECT: Bisita, Be My Guest Program Promotions in Tacloban City

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK & DELIVERABLES</p> <p><u>Airline Tickets</u></p> <ul style="list-style-type: none"> • Preferably Philippine Airlines • Roundtrip domestic air tickets for 3 pax inclusive of 20 kilos baggage allowance, other taxes & applicable charges with comprehensive travel insurance of COVID-19 coverage • Route: MNL-TAC-MNL <ul style="list-style-type: none"> - Must be rebookable, refundable or can be converted into travel fund <p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Room accommodation for three (3) pax at Business category (if applicable/available) or its equivalent for one night, inclusive of breakfast • Based on one (1) single occupancy and one (1) twin sharing occupancy • With roundtrip airport – hotel transfers and v.v. 	PhP72,000.00	PhP72,000.00

Meals

- Provision of AM, PM Snacks, Lunch and Dinner for 2 days for 3 pax amounting to PhP 1,000.00 per day per person

Onsite-related expense

- Provision of onsite-related expenses not more that PhP 10,000.00 for coordination meetings, load card for TPB personnel, porter fees, transportation to/ from MNL airport and other miscellaneous expenses

Other terms and conditions

1. Assistance in preparing/ securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Willing to provide services on a “send-bill” arrangement. 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. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense.

ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. Must have previously completed a minimum of 3 projects for the past 3 years in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2021-2023;
3. Must be a DOT-accredited tourism establishment. Required to submit either a valid DOT – accreditation

certificate or provisional accreditation certificate.

PROJECT IMPLEMENTATION DATE

BBMG Program Regional Launch
12-13 October 2023 (*indicative date*)
Summit Hotel, Tacloban City

APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **SEVENTY-TWO THOUSAND PESOS ONLY (PHP 72,000.00)** inclusive of all applicable taxes and fees.

TERMS OF PAYMENT

Send bill arrangement to the TPB after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.

Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.

CONTRACT DURATION

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

TECHNICAL AND LEGAL REQUIREMENTS

1. Mayor's / Business Permit
2. PhilGEPS Registration Number
3. Notarized Omnibus Sworn Statement
4. Accomplished Statement of Compliance to the Technical Specifications (see attached Compliance to the Technical Specification Form)

Note:

	<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 PhP72,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **09 October 2023 on or before 9:00 A.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.

(SGD)

ROSELLE D. ROMERO

Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

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