

REQUEST FOR QUOTATION

November 15, 2023

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

Quotation No. TPB-PR.2023.11.310

PR No. 11.057

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR CORPORATE SOCIAL RESPONSIBILITY IN PALAUI ISLAND, CAGAYAN PROVINCE

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>Services of Tour Operator for Corporate Social Responsibility 2023: Assistance to the Tourist Boatmen and Community of Palau Island, Sta. Ana, Cagayan Province.</p> <p>SCOPE OF WORK: The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements:</p> <p>A. TEN (10) ROUND-TRIP AIRLINE TICKETS (MNL-TUG-MNL)</p> <ul style="list-style-type: none"> • 17 JANUARY 2024, MNL-TUG 5J504, 06:50AM-08:00AM • 19 JANUARY 2024, TUG-MNL 5J507, 12:45PM-2:05PM <p>a. All Economy Class b. With 20KG check-in baggage allowance per pax per way. c. Comprehensive Travel Insurance for TPB and DOT Representatives d. Refundable, Rebookable.</p> <p>BUDGET: PHP100,000.00</p>	PhP546,000.00	PhP546,000.00

**B. LAND TRANSPORTATION BOAT TRANSFERS,
TRANSPORTATION EXPENSES OF BENEFICIARIES'
REPRESENTATIVES**

- Whole 3-day rental of one (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, toll fees, and overtime fees.)
- Preferably Commuter Van/Super Grandia/13-15 seater van
- Fares, terminal fees, porter fees and other miscellaneous expenses
- Travel expenses of the beneficiaries' representative during the coordination meeting on 17 January 2024.

- a. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.).
- b. Itinerary and van assignment to be provided by TPB.
- c. Project Name signage on the vehicle should be provided.

BUDGET: PHP30,000.00

C. HOTEL ACCOMODATION

Total of 5 rooms per accommodation/hotel

- Sta. Ana, Cagayan Province
 - Three (3) Standard Room or its equivalent, Twin-sharing.
 - One (1) Standard Room or its equivalent, single occupancy
 - One (1) Standard Room or its equivalent, triple-sharing
- Check-in: 17 January 2024
Check-out: 18 January 2024

- Tuguegarao City
 - Three (3) Standard Room or its equivalent, Twin-sharing.
 - One (1) Standard Room or its equivalent, single occupancy
 - One (1) Standard Room or its equivalent, triple-sharing

Check-in: 18 January 2024
Check-out: 19 January 2024

- a. Able to allow early-check in on 17 January 2024 and late check-in on 18 January 2024
 - b. Inclusive of breakfast
 - c. Can allow packed breakfast to be provided to guests as early as 5AM
 - d. Provision of hot and cold shower
 - e. With mini-ref with freezer
 - f. Complimentary Wi-Fi access per room
 - g. Complimentary drinking water, replenished daily
 - h. In-room safe
- BUDGET: PHP40,000.00

D. SHIPMENT AND DELIVERY OF CSR DONATIONS VIA CARGO

Shipment of (20) boxes of CSR donations such as:

- drawstring bags
- school supplies kit
- solar lamps
- tarpaulin covers
- dri-fit long sleeves
- bucket hats
- cacha bag
- rubber slippers
- raincoats

Each box weighs 25kgs. Max.

- a. Pick-up should be at TPB Office
- b. Shipment schedule is within the 3rd week of December 2023 to 2nd week of January 2024.
- c. Complete shipping address to be provided by TPB
- d. Tour Operator to provide tracking number/status updates on the shipment
- i. Inclusive of all handling fees and other applicable charge
- j. Tour Operator to safekeep the boxes in a dry and secured warehouse/stockroom/area

BUDGET: PHP180,000.00

E. PHOTO AND VIDEO DOCUMENTATION

Provision of 1 professional photographer/videographer to cover the CSR proper with the following output:

- 200-250 color-enhanced photos

-1-2 minutes event highlight video (short version for pre-events)
-Submission of raw videos and photos
-Provision of a consolidated output stored in a USB Drive to TPB after the project and one (1) external hard drive (outputs are subject for approval of TPB)

a. Meals, Accommodation, and Transportation of Photographers / Videographers are c/o Tour Operator

BUDGET PHP15,000.00

F. MEALS

Provision of meals (lunch, pm snack, and dinner) for 12 TPB and DOT Personnel from 17-19 January 2024.

BUDGET: PHP41,000.00

G. SOUP KITCHEN

Provision and set-up of Soup Kitchen for the 300 kids/students of the Palaui Integrated School and Agta Degits Elementary School in Palaui Island.

- a. Inclusive of re-usable utensils/cook wares.
- b. Choice of soup to be discussed with the community-TPB/DOT.

BUDGET: PHP90,000.00

H. MANAGEMENT FEE FOR THE TOUR OPERATOR

- Provision of two (2) tour coordinator/tour guide to co-lead the implementation of the project
- Close coordination with DOT-Region II, beneficiaries, hotels, restaurants
- To ensure special requests such as late check-in and packed breakfast, etc. are arranged with hotel/restaurant
- To ensure that itinerary is followed and on-time
- Inclusive of payment for entrance fees and environmental fees (if applicable)

a. Preferably based and familiar in Cagayan Province

BUDGET: PHP50,000.00

- Indicative/Tentative Dates only
- Itinerary is subject to change without prior notice.

IMPLEMENTATION SCHEDULE AND OTHER DETAILS OF THE PROJECT

DATE: 17-19 January 2024 (tentative dates)

LOCATION: Palaui Island, Cagayan Province

NO. OF PARTICIPANTS:

- Organizers
 - 10 TPB Personnel
 - 2 DOT Region II Officers/Personnel
- Beneficiaries:
 - 102 boatmen of PASAMOBA and SAMOBA
 - 250 children/students of the Palaui Integrated School and Agta Degits Elementary School

OTHER TERMS AND CONDITIONS

1. Preferably based in Cagayan Province
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Tour activities and/or schedules/dates may still be changed based on recommendations of the DOT Regional Office and the organizers.

ADDITIONAL ELIGIBILITY REQUIREMENTS

1. Must be a Filipino-owned, operated and legally registered transportation/ tour operator company under Philippine laws
2. Engaged in the travel and tour operator business for at least three (3) years
3. Must be DOT-Accredited

APPROVED BUDGET FOR CONTRACT

FIVE HUNDRED FORTY-SIX THOUSAND ONLY (PHP546,000.00) inclusive of all applicable fees and taxes.

	<p>TERMS OF PAYMENT:</p> <p>1. Willing to provide services on a “send-bill” arrangement 2. Preferably has a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, all applicable bank charges will be shouldered by the supplier.</p> <p>PROJECT OFFICERS’ CONTACT INFORMATION</p> <p>For particulars, please contact:</p> <p>THYRRISE DHENICE S. JUAN Telephone numbers: (02) 525-9318 to 27 local 212 or (02) 525-6443 Email address: thyrrise_juan@tpb.gov.ph</p> <p>Attachments:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specifications <p>SUBMIT TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> Accomplished Statement of Compliance to the Technical Specifications <p>SUBMIT LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> Updated Business/Mayor’s permit PhilGEPS Registration Certificate Income/Business Tax Return Notarized Omnibus Sworn Statement Department of Tourism Accreditation DTI / SEC Registration <p>1. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP546,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **21 November 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.



JANET G. VILLAFRANCA

Officer-In-Charge, 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: SERVICES OF A TOUR OPERATOR FOR CORPORATE SOCIAL RESPONSIBILITY IN PALAUI ISLAND, CAGAYAN PROVINCE

Quotation No. TPB-PR.2023.11.310

[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	Services of Tour Operator for Corporate Social Responsibility 2023: Assistance to the Tourist Boatmen and Community of Palau Island, Sta. Ana, Cagayan Province.	
2	<p>SCOPE OF WORK: The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements:</p> <p>A. TEN (10) ROUND-TRIP AIRLINE TICKETS (MNL-TUG-MNL)</p> <ul style="list-style-type: none"> • 17 JANUARY 2024, MNL-TUG 5J504, 06:50AM-08:00AM • 19 JANUARY 2024, TUG-MNL 5J507, 12:45PM-2:05PM <p>a. All Economy Class b. With 20KG check-in baggage allowance per pax per way. c. Comprehensive Travel Insurance for TPB and DOT Representatives d. Refundable, Rebookable.</p> <p>BUDGET: PHP100,000.00</p>	
3	<p>B. LAND TRANSPORTATION BOAT TRANSFERS, TRANSPORTATION EXPENSES OF BENEFICIARIES’ REPRESENTATIVES</p> <ul style="list-style-type: none"> • Whole 3-day rental of one (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, toll fees, and overtime fees.) • Preferably Commuter Van/Super Grandia/13-15 seater van • Fares, terminal fees, porter fees and other miscellaneous expenses 	

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4	<p>C. HOTEL ACCOMODATION</p> <p>Total of 5 rooms per accommodation/hotel</p> <ul style="list-style-type: none"> • Sta. Ana, Cagayan Province <ul style="list-style-type: none"> - Three (3) Standard Room or its equivalent, Twin-sharing. - One (1) Standard Room or its equivalent, single occupancy - One (1) Standard Room or its equivalent, triple-sharing Check-in: 17 January 2024 Check-out: 18 January 2024 • Tuguegarao City <ul style="list-style-type: none"> - Three (3) Standard Room or its equivalent, Twin-sharing. - One (1) Standard Room or its equivalent, single occupancy - One (1) Standard Room or its equivalent, triple-sharing Check-in: 18 January 2024 Check-out: 19 January 2024 a. Able to allow early-check in on 17 January 2024 and late check-in on 18 January 2024 b. Inclusive of breakfast c. Can allow packed breakfast to be provided to guests as early as 5AM d. Provision of hot and cold shower e. With mini-ref with freezer f. Complimentary Wi-Fi access per room g. Complimentary drinking water, replenished daily h. In-room safe <p>BUDGET: PHP40,000.00</p>	
5	<p>D. SHIPMENT AND DELIVERY OF CSR DONATIONS VIA CARGO</p> <p>Shipment of (20) boxes of CSR donations such as:</p> <ul style="list-style-type: none"> -drawstring bags -school supplies kit -solar lamps -tarpaulin covers -dri-fit long sleeves -bucket hats -cacha bag 	

	<p>-rubber slippers -raincoats Each box weighs 25kgs. Max. a. Pick-up should be at TPB Office b. Shipment schedule is within the 3rd week of December 2023 to 2nd week of January 2024. c. Complete shipping address to be provided by TPB d. Tour Operator to provide tracking number/status updates on the shipment i. Inclusive of all handling fees and other applicable charge j. Tour Operator to safekeep the boxes in a dry and secured warehouse/stockroom/area</p> <p>BUDGET: PHP180,000.00</p>	
6	<p>E. PHOTO AND VIDEO DOCUMENTATION</p> <p>Provision of 1 professional photographer/videographer to cover the CSR proper with the following output: -200-250 color-enhanced photos -1-2 minutes event highlight video (short version for pre-events) -Submission of raw videos and photos -Provision of a consolidated output stored in a USB Drive to TPB after the project and one (1) external hard drive (outputs are subject for approval of TPB)</p> <p>a. Meals, Accommodation, and Transportation of Photographers / Videographers are c/o Tour Operator</p> <p>BUDGET PHP15,000.00</p> <p>F. MEALS Provision of meals (lunch, pm snack, and dinner) for 12 TPB and DOT Personnel from 17-19 January 2024.</p> <p>BUDGET: PHP41,000.00</p>	
7	<p>G. SOUP KITCHEN Provision and set-up of Soup Kitchen for the 300 kids/students of the Palau Integrated School and Agta Degits Elementary School in Palau Island.</p> <p>a. Inclusive of re-usable utensils/cook wares. b. Choice of soup to be discussed with the community-TPB/DOT.</p> <p>BUDGET: PHP90,000.00</p>	
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9	<ul style="list-style-type: none"> • Indicative/Tentative Dates only • Itinerary is subject to change without prior notice. <p>IMPLEMENTATION SCHEDULE AND OTHER DETAILS OF THE PROJECT DATE: 17-19 January 2024 (tentative dates) LOCATION: Palau Island, Cagayan Province</p>	
10	<p>NO. OF PARTICIPANTS:</p> <ul style="list-style-type: none"> • Organizers <ul style="list-style-type: none"> -10 TPB Personnel -2 DOT Region II Officers/Personnel • Beneficiaries: <ul style="list-style-type: none"> -102 boatmen of PASAMOBBA and SAMOBBA -250 children/students of the Palau Integrated School and Agta Degits Elementary School 	
11	<p>OTHER TERMS AND CONDITIONS</p> <ol style="list-style-type: none"> 1. Preferably based in Cagayan Province 2. Willingness to respond to immediate/unforeseen changes in specifications. 3. Tour activities and/or schedules/dates may still be changed based on recommendations of the DOT Regional Office and the organizers. 	
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I hereby certify to comply and deliver all of the above requirements.



Name of Company

Signature over Printed Name
of Authorized Representative

Date