

## REQUEST FOR QUOTATION

December 1, 2023

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

**Quotation No.** TPB-PR.2023.12.351  
**PR No.** 11.157

**REQUIREMENTS: SERVICES OF DESTINATION MANAGEMENT COMPANY OR TOUR OPERATOR FOR THE FAMILIARIZATION TRIP OF THE PHILIPPINE DESIGN TEAM FOR WORLD EXPO 2025**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SPECIFICATIONS</b></p> <p>Inclusive Dates : 06 – 15 January 2024  Destinations : Metro Manila, General Santos, Cebu, Dumaguete, Lake Sebu, Kalinga  Number of Pax : 10</p> <ul style="list-style-type: none"> <li>- Hotel accommodations<sup>1</sup> with breakfast</li> <li>- Airport transfers all land/sea transportation (2-3 vans and/or 1 coaster, and/or comfortable seating to 10-12 pax; to include contingencies if beyond 10 hours);</li> <li>- Luggage tags for easy identification (design is subject to TPB's approval);</li> <li>- All meals to include snacks as identified in the itinerary;</li> <li>- All paid watersports activities;</li> <li>- DOT-accredited/licensed tour guide; licensed interpreter (if needed);</li> <li>- Provision of a tour coordinator;</li> <li>- Facilitate all arrangements with concerned LGUs in close coordination with DOT Regional Offices and TPB;</li> <li>- Hygiene kit upon arrival;</li> <li>- Antigen test kits as needed for all passengers to include drivers of vans</li> </ul>	PhP1,000,000.00	PhP1,000,000.00

- Other incidental expenses that may be incurred such as but not limited to other snacks, drinks, entrance fees, environmental fees etc.

Room accommodations not covered by sponsorships but to follow preferential rates requested. Please note that DMC should no longer mark-up on preferential rates given by the specified hotel/resort.

Please see attached itinerary.

*Notes:*

- *Final incentivized itineraries should be approved by the TPB*
- *Provision of tour kits containing the following basic amenities shall be given to all members of the Design team:*
  - *One (1) 500ml reusable water tumbler per tour participant*
  - *Hygiene kits in reusable drawstring pouches or sustainable packaging with Philippine branding to contain the following:*
    - *One (1) pack of facial tissue (handy pack, 2 ply, minimum 40 pulls each)*
    - *One (1) pack wet wipes (handy pack, 25 sheets, biodegradable bamboo fiber material)*
    - *50ml. of 70% isopropyl alcohol (in a spray bottle) or natural hand sanitizer*
- *Winning bidder should always have a first aid kit on-hand with enough general medications for fever, headache, colds, cough, allergies, the likes.*

**OTHER REQUIREMENTS**

1. Cover all expenses related to the conduct of the tours, as stipulated in this Terms of Reference.
2. Professional fees, meals, accommodations, antigen tests, PPEs and other miscellaneous fees of drivers, tour guides, tour coordinator and assigned personnel.
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 (including boarding passes per COA regulations). Payment

- must be made in accordance with prevailing accounting and auditing rules and regulations.
4. Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications.

#### QUALIFICATIONS OF BIDDERS

1. Must be a Filipino-owned, operated and legally registered DMC or Tour Operator under Philippine laws;
2. Must be a DOT accredited establishment and a TPB Member in good standing
3. Must be engaged in the travel and tour operator business specializing in handling Incentive Groups for at least five (5) years at the date and time of the Opening of Bids.
4. Must have a minimum of five (5) years' experience in providing logistical requirements and tour operator service such as medium to large scale tours, events and similar activities.
5. Must have expertise in organizing and coordinating travel arrangements, specifically in coordinating with various weaving communities in the country.
6. Must be able to provide a local tour guide who can talk the dialect, if needed
7. Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications.

#### ADDITIONAL TECHNICAL REQUIREMENTS

The following additional technical requirements must be submitted together with the proposal.

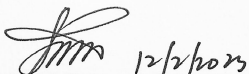
1. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the **individual cost and actual number of participants, subject to minimum guarantee.**
2. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal)
3. TPB Member Certificate
4. List of ongoing and completed tours with conducted in the past five (5) years in Lake

	<p>Sebu, Kalinga, and Cebu – Moalboal and Sumilon</p> <p>5. Provide an alternative itinerary, without cost to TPB, in case of rain, risk of typhoon, and other unforeseen or fortuitous events.</p> <p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The Approved Budget for the Contract (ABC) is ONE MILLION PESOS (PhP1,000,000.00) Said budget is inclusive of service charge and all applicable fees and taxes. Cost of items in bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned ABC.</p>		
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 [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) not later than **08 December 2023 on or before 3:00 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.

 12/2/2023

**ROSELLE D. ROMERO**

Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

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