

04 December 2023

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

Quotation No. TPB-PR.2023.12.357

PR No. 11.152

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE COMMUNITY-BASED TOURISM (CBT) WORKSHOP IN DAVAO CITY

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF WORK/SERVICES:</p> <p>ACCOMMODATION (FOR VIP SPEAKERS/ TPB/DOT) Accommodation for 10 rooms at a Deluxe Type category or its equivalent Preferred Hotel: Dusit Thani Davao for (3D/2N)</p> <p>FOR COMMUNITY PARTICIPANTS Accommodation for 10 rooms triple sharing at a Business category (if applicable/available) or its equivalent with breakfast for (3D/2N)</p> <p>MEALS (FOR VIP SPEAKERS/ TPB/DOT) Meals for 15 pax (Lunch/Dinner/snacks) @ least Php2, 500 per pax for 3 days.</p> <p>FOR COMMUNITY PARTICIPANTS Meals for 20 pax (Lunch/Dinner/snacks) @ least Php2, 000 per pax for 3 days.</p> <p>VENUE Provision of an air-conditioned function hall equipped with light and sounds system, chairs and table that can accommodate minimum of 100 pax</p>	PhP1,000,000.00	PhP1,000,000.00

	<p>LAND TRANSPORTATION FOR VIPs/TPB</p> <p>Two (2) unit of a van (2018 model or newer) with driver (inclusive of gas and parking fees.)</p> <ul style="list-style-type: none"> -Transfer in and out (MNL-DVO-MNL) -Pick-up and drop-off of two (2) TPB personnel residence to the airport (MNL-DVO-MNL) <p>FOR COMMUNITY PARTICIPANTS</p> <p>Two (2) unit of a van (2018 model or newer) with driver (inclusive of gas and parking fees.)</p> <ul style="list-style-type: none"> -Transfer in and out (SOUTH COTABATO – DAVAO- SOUTH COTABATO) -Pick-up and drop-off <p>One (1) unit of a van (2018 model or newer) with driver (inclusive of gas and parking fees.)</p> <ul style="list-style-type: none"> -Transfer in and out (DAVAO Province) -Pick-up and drop-off <p>Two (2) unit of a van (2018 model or newer) with driver (inclusive of gas and parking fees.) until the end of the (3) days workshop</p> <p>Note: Route shall be advise by the TPB Project Officer</p> <p>10 COMPREHENSIVE TRAVEL INSURANCE WITH COVID-19 COVERAGE</p> <p>AIR TICKETS</p> <p>Domestic Air-ticket for 10 pax MANIL-DAVAO-MANILA via PR</p> <ul style="list-style-type: none"> -Rebookable/refundable with additional 20 kilos baggage allowance per pax per way 		
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	<p>PROVISION OF 10 TOKENS/GIVEAWAYS TO RESOURCE SPEAKERS AND FACILITATORS</p> <p>PROVISION OF PROFESSIONAL FEE, LOGISTICS FOR (6) RESOURCE SPEAKERS AND (1) FACILITATOR</p> <p>ON-SITE RELATED EXPENSES amounting to Php100,000.00</p> <p>Entrance Fees/Environmental Fees</p> <p>Airport Terminal Fees</p> <p>Porter Fees</p> <p>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</p> <p>COORDINATION MEETING with Local Tourism stakeholders amounting to Php15,000.00</p> <p>PROJECT IMPLEMENTATION SCHEDULE February 02 – 05, 2024 <i>(Note: Dates are indicative only)</i></p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DTI/SEC Registration Certificate <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Itinerary <p>Note:</p>		
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	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 PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **06 December 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 04 Dec. 2023
 Acting Head, Procurement and General Services Division
 Administrative Department

Contact Person **(MISS) GENESIS WEIYN B. LEE**
 Contact No. **(8) 525-7312 local 266**