

REQUEST FOR QUOTATION

January 26, 2024

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

Quotation No. TPB-PR.2024.01.025

PR No. 01.013

REQUIREMENTS: Services of a Tour Operator for the Implementation of the Open Water Dive Course

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/SERVICES</p> <p>Number of TPB officers and secretariat : 22 pax Minimum pax guarantee : 15 pax</p> <p>Dive Course Requirements:</p> <ul style="list-style-type: none"> • Provision of at least two (2) Licensed Diver Instructor/Master • Provision of equipment for rent and course materials (Tanks, Dive equipment) • Confined water dive and open water dive classes, including conservation pass (dive pass) • Provision of boat for transfers and open water dives • Provision of Professional Association of Diving Instructors (PADI) license to participants who completed and passed the course requirements <p>Accommodation</p> <ul style="list-style-type: none"> • Maximum of 13 standard twin-sharing rooms for 2 nights at Puerto Galera with complimentary breakfast <p>Function Room</p> <ul style="list-style-type: none"> • Provision of venue for knowledge development sessions (academics), including whiteboard, flipchart, marker, eraser, pads and pencils or pens (if necessary) • Provision of LCD projector with wide screen or monitor with basic public address (PA) system with microphones during lectures • Provision of complimentary internet connection 	PhP950,000.00	PhP950,000.00

Transportation

- Pick-up and drop off of TPB personnel from TPB office to Puerto Galera to TPB office
- Route: Manila to Berberabe Batangas Port to Puerto Galera
- Three (3) vans or two (2) coasters and two (2) water taxis
- Must have enough leg room
- Van or coaster must be fully air-conditioned, clean, comfortable, presentable, and in good running condition
- Van or coaster must be at least 2018 model or newer
- Rate must be inclusive of gas, parking fees, vehicle rate, toll fees, entry passes, permits, comprehensive travel insurance, and other expenses
- First aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, catapres, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
- Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour
- With trip ticket

Driver

- Maximum of fifteen (15) hours per day inclusive of driver's fee, meals, accommodation, overtime fees, comprehensive insurance, communication expenses, and other expenses
- Must wear company ID at all times
- Must be equipped with a cellphone with load for easy communication with passengers

Food and Beverages

- Full board meal (breakfast, AM & PM snacks, buffet lunch, and dinner)
- Can accommodate special diet (for personnel with special dietary needs; vegetarians, pescatarians, diabetics, low-sodium, hypoallergenic or gluten-free, etc.)
- Selection of final menu subject to TPB approval

Onsite Related Expenses

Provision of Ten Thousand Pesos Only (Php 10,000.00) for incidental, medical, other miscellaneous and on-site related expenses.

Others

1. Willingness to respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB.
2. Assigned one (1) tour coordinator for assistance during the implementation of the DIVE Course
3. Other arrangements that may be mutually agreed upon by the TPB.

PROJECT IMPLEMENTATION SCHEDULE

Indicative date : 1st Quarter 2024 (indicative date: 21-23 February 2024)

ADDITIONAL TECHNICAL REQUIREMENTS

1. Bidders should submit a budget bid proposal that reflects the cost of activities, and logistical requirements
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)

APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is NINE HUNDRED FIFTY THOUSAND PESOS ONLY (PHP 950,000.00), inclusive of service charge and all applicable fees and taxes.

TERMS OF PAYMENT

TRANCHE	MILESTONES	AMOUNT
1 st Tranche	Acceptance of Final Itinerary, registration, release of manual/ book/ study materials and bookings of accommodation	20% of the total contract price
2 nd Tranche	Full completion of deliverables for the project SOA and proof that application of the attendees has been submitted to PADI office for processing of open water/advance open water dive	50% of the total contract price
3 rd Tranche	Issuance of PADI license for eligible participants and/or Certificate of Participation for participants who are not eligible for license	30% of the total contract price

Bidders shall submit a budget bid proposal that reflects the cost of activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/ discounted) will be deducted from the bid amount. Thus, the tour operator shall bill TPB based on the actual cost per participant/pax, regardless of status of eligibility requirements for the license.

The payment shall be on a send-bill arrangement to the Tourism Promotions Board (TPB). The supplier is encouraged to have a Landbank account. Payment shall be through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges shall be shouldered by the supplier.

	<p>CONTRACT DURATION The contract shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.</p> <p>TECHNICAL REQUIREMENTS 1. Accomplished Statement of Compliance to the Technical Specifications</p> <p>LEGAL REQUIREMENTS 1. Updated Business/Mayor's permit 2. PhilGEPS Registration Certificate 3. Notarized Omnibus Sworn Statement 4. Income/Business Tax Return 5. SEC/DTI Registration 6. Company Profile 7. Department of Tourism Certificate of Accreditation</p> <p>Attachments: 1. Statement of Compliance to the Technical Specifications</p> <p>Note: 1. Price Validity shall be for a period of thirty (30) calendar days.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP950,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **08 February 2024 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. VILAFRANCA

Acting Head, 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

Quotation No. TPB-PR.2024.01. 025

REQUIREMENTS: Services of a Tour Operator for the Implementation of the Open Water Dive Course [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	Number of TPB officers and secretariat : 22 pax Minimum pax guarantee : 15 pax	
2	Dive Course Requirements: <ul style="list-style-type: none"> • Provision of at least two (2) Licensed Diver Instructor/Master • Provision of equipment for rent and course materials (Tanks, Dive equipment) • Confined water dive and open water dive classes, including conservation pass (dive pass) • Provision of boat for transfers and open water dives • Provision of Professional Association of Diving Instructors (PADI) license to participants who completed and passed the course requirements 	
3	Accommodation <ul style="list-style-type: none"> •Maximum of 13 standard twin-sharing rooms for 2 nights at Puerto Galera with complimentary breakfast 	
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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