

REQUEST FOR QUOTATION

February 21, 2024

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

Quotation No. TPB-PR.2024.02.059

REQUIREMENTS: Services of a Tour Operator for the 2nd Mindanao Tourism Expo

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK & DELIVERABLES</p> <p>Airline Tickets</p> <ul style="list-style-type: none"> • Roundtrip domestic air tickets for 2 pax inclusive of 20 kilos baggage allowance, other taxes & applicable charges with comprehensive travel insurance of COVID-19 coverage • Route: MNL-CGY-MNL - Must be rebookable, refundable or can be converted into travel fund • Additional 25 kilos baggage allowance per pax (MNL-CGY) for expo materials (banners, flyers and collaterals) <p>Accommodation</p> <ul style="list-style-type: none"> • Two (2) single room accommodation for two (2) pax at Business category (if applicable/available) or its equivalent for five (5) days and four (4) nights, inclusive of breakfast <p>Land Transportation</p> <ul style="list-style-type: none"> • One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees) for 2 days (in and out Cagayan de Oro) <p>Meals</p> <ul style="list-style-type: none"> • Provision of AM, PM Snacks, Lunch and Dinner for 5 days for 2 pax amounting to PhP 1,500.00 per day per person 	PhP152,500.00	PhP152,500.00

<p>Onsite-related expense</p> <ul style="list-style-type: none"> • Provision of participation fee of PhP 20,000.00 for 2mx3m exhibit space • Provision of onsite-related expenses not more that PhP 15,000.00 for coordination meetings, transportation from hotel to venue and v.v for 3 days, load card for TPB personnel, transportation to/ from MNL airport and other miscellaneous expenses <p>Other terms and conditions</p> <ol style="list-style-type: none"> 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. 4. Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved. <p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 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. <p>PROJECT IMPLEMENTATION DATE (Indicative) 2nd Mindanao Tourism Expo 25-29 April 2024 Cagayan de Oro</p> <p>TERMS OF PAYMENT</p> <p>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</p>		
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	<p>thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.</p> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.</p> <p>CONTRACT DURATION</p> <p>The Contract shall commence upon the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p> <p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specifications 3. Submit a list of completed projects from 2021-2023 4. Submit either a valid DOT – accreditation certificate or provisional accreditation 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 5. SEC/DTI Certificate of Registration <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance to the Technical Specifications <p>Note:</p> <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 thirty (30) calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP152,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **29 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.



ROSELE D. ROMERO

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.2024.02.059

REQUIREMENTS: Services of a Tour Operator for the 2nd Mindanao Tourism Expo

[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	<p>SCOPE OF WORK & DELIVERABLES</p> <p>Airline Tickets</p> <ul style="list-style-type: none"> • Roundtrip domestic air tickets for 2 pax inclusive of 20 kilos baggage allowance, other taxes & applicable charges with comprehensive travel insurance of COVID-19 coverage • Route: MNL-CGY-MNL - Must be rebookable, refundable or can be converted into travel fund • Additional 25 kilos baggage allowance per pax (MNL-CGY) for expo materials (banners, flyers and collaterals) 	
2	<p>Accommodation</p> <ul style="list-style-type: none"> • Two (2) single room accommodation for two (2) pax at Business category (if applicable/available) or its equivalent for five (5) days and four (4) nights, inclusive of breakfast <p>Land Transportation</p> <ul style="list-style-type: none"> • One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees) for 2 days (in and out Cagayan de Oro) 	
3	<p>Meals</p> <ul style="list-style-type: none"> • Provision of AM, PM Snacks, Lunch and Dinner for 5 days for 2 pax amounting to PhP 1,500.00 per day per person 	
4	<p>Onsite-related expense</p> <ul style="list-style-type: none"> • Provision of participation fee of PhP 20,000.00 for 2mx3m exhibit space • Provision of onsite-related expenses not more that PhP 15,000.00 for coordination meetings, transportation from hotel to venue and v.v for 3 days, load card for TPB personnel, transportation to/ from MNL airport and other miscellaneous expenses 	

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7	<p>PROJECT IMPLEMENTATION DATE (Indicative)</p> <p>2nd Mindanao Tourism Expo 25-29 April 2024 Cagayan de Oro</p>	
8	<p>TERMS OF PAYMENT</p> <p>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.</p> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.</p>	
9	<p>CONTRACT DURATION</p> <p>The Contract shall commence upon the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	
10	<p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specifications 3. Submit a list of completed projects from 2021-2023 4. Submit either a valid DOT – accreditation certificate or provisional accreditation certificate 	
11	<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 5. SEC/DTI Certificate of Registration	
12	1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date