

REQUEST FOR QUOTATION

February 14, 2024

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

Quotation No. TPB-PR.2024.02.048

PR No. 2.010

REQUIREMENTS: SERVICES OF TOUR OPERATOR FOR PHILIPPINE AIRLINES AND SHANGRI-LA GLOBAL SALES FAMILIARIZATION TRIP

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount								
1 LOT	<p>SCOPE OF SERVICES / DELIVERABLES</p> <p>A. Specifications</p> <table border="1"> <tr> <td>Number of Guests</td> <td> <ul style="list-style-type: none"> Eight (8) MICE Sales Agents One (1) PAL Representative Two (2) Shangri-La Representative </td> </tr> <tr> <td>Guests Profile</td> <td> <ul style="list-style-type: none"> Malaysian, Singaporean, Philippines </td> </tr> </table> <p>B. Services and Deliverables</p> <table border="1"> <thead> <tr> <th>DELIVERABLES</th> <th>SPECIFICATIONS</th> </tr> </thead> <tbody> <tr> <td>1. Transportation</td> <td> <ul style="list-style-type: none"> Indicative Dates Needed <ul style="list-style-type: none"> - 14 March 2024 Whole Day - 15 March 2024 Half Day One (1) unit of air-conditioned COASTER with comfortable VIP seats. Preferably, new, or not older than three years, subject to the approval of the TPB. With professional and licensed driver with a good personality and well groomed. </td> </tr> </tbody> </table>	Number of Guests	<ul style="list-style-type: none"> Eight (8) MICE Sales Agents One (1) PAL Representative Two (2) Shangri-La Representative 	Guests Profile	<ul style="list-style-type: none"> Malaysian, Singaporean, Philippines 	DELIVERABLES	SPECIFICATIONS	1. Transportation	<ul style="list-style-type: none"> Indicative Dates Needed <ul style="list-style-type: none"> - 14 March 2024 Whole Day - 15 March 2024 Half Day One (1) unit of air-conditioned COASTER with comfortable VIP seats. Preferably, new, or not older than three years, subject to the approval of the TPB. With professional and licensed driver with a good personality and well groomed. 	PhP135,000.00	PhP135,000.00
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	<ul style="list-style-type: none"> • Inclusive of driver's fee, gas, parking fees, toll fees, meals, and overtime fees. • Equipped with dashcam (front and back) and charger units for mobile phones • Mut be DOT-accredited and/or PATTO accredited vehicle 		
2. Travel Insurance	Comprehensive Travel Insurance with COVID-19 coverage worth P500,000.00 per pax (11 pax)		
3. Tour Coordinator and Tour Guide	<ul style="list-style-type: none"> • Provision of: <ul style="list-style-type: none"> - One (1) Tour Coordinator - One (1) Tour Guide • Tour Coordinator must have at least two (2) years of experience of coordinating similar small tour groups. • Tour Guide must be: <ul style="list-style-type: none"> - Fluent and conversant in English language, preferably can also speak Chinese language - Duly licensed and/or DOT- accredited and preferably from a known/reputable organization that provides tour guides. - Well-versed in Philippine history, culture, tradition, art as well as current events 		
4. Heritage Tour of Intramuros	<ul style="list-style-type: none"> • Cover all entrance fees c/o Tour Operator • Propose destinations: Fort Santiago, Destilleria Museum, San Agustin, Casa Manila 		
5. Snacks	<ul style="list-style-type: none"> • Menu must be Filipino delicacies • Venue must be within Intramuros, preferably Barbara's. Tour Operator may suggest other appropriate venues. 		
6. Dinner	<ul style="list-style-type: none"> • Menu: Filipino • Number of Pax: 15 pax 		

	<ul style="list-style-type: none"> • Indicative Date: 14 March 2023 • Location : Preferably in Makati or BGC • Estimate Cost Per Pax: P5,000.00 		
7. Welcome Gift	<ul style="list-style-type: none"> • Provide appropriate gifts for the group, preferably depicts the Philippines • Suggested item and packaging must be approved by the TPB <p>Note: TPB to provide the "complimentary card" for the tokens</p>		
8. Itinerary	TPB Project Officer provide / coordinate the detailed itinerary for the group.		
9. Others Requirements	<p>A. Must cover payments for permits, environmental fees, entrance fees, toll fees, parking fees, porter fees, communication expenses, gasoline.</p> <p>B. Onboard amenities : bottled water, cold towels, seet & mint candies, wet & dry tissues, alcohol)</p> <p>C. Onboard First Aid Kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) and umbrellas.</p> <p>D. The driver, tour guide and coordinator must be fully COVID-19 vaccinated.</p>		
10. Miscellaneous	Allocate an amount of P10,000.00 for contingency expenses and to cover the provision for incidental and onsite related expenses such as sampling of local delicacies.		

**PROJECT IMPLEMENTATION SCHEDULE
(INDICATIVE)**

- 14 March 2024, Whole Day (airport pick-up, tour, dinner, hotel)
- 15 March 2024, Half Day (hotel – airport)

APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is ONE THIRTY-FIVE THOUSAND PESOS ONLY (PHP 135,000.00) inclusive of all applicable taxes and fees.

TERMS OF PAYMENT

- Send bill arrangements to the Tourism Promotions Board.

Statement of Account / Billing Statement addressed to:

MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer, Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

- Billing / statement of account must be accompanied by pertinent supporting documentation
- Payment shall be made through Land Bank of the Philippines (LBP) account. Should the winning bidder do not have an account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

CONTRACT DURATION

One-time engagement and shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.

TECHNICAL REQUIREMENTS

The Tour Operator must be:

- A. Duly accredited tour operator of the Department of Tourism (DOT). Submit accreditation certificate
- B. Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of submission of bid.

TECHNICAL REQUIREMENTS

1. Company Profile


	<p>2. Accomplished Statement of Compliance to the Technical Specifications</p> <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Updated Business/Mayor's permit 3. Notarized Omnibus Sworn Statement 4. Income/Business Tax Return 5. SEC/DTI Certificate 6. DOT Accreditation <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 <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP135,000.00 inclusive of all applicable taxes		

Please submit your formal quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **23 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.


ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division
Administrative Department 

Contact Person
Contact No.

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