

01 March 2024

REQUEST FOR QUOTATION (RFQ)

The **TOURISM PROMOTIONS BOARD** invites you to submit a quotation for the item/s listed below:

RFQ No. **TPB-PR 2024.03.071**

Requirements: Services of a Tour Operator for the Familiarization Tour of MICE/Business Organizers from TMSAPAC2024

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Date : 18 – 24 April 2024 Number of pax: 10 pax (MICE organizers with TPB coordinator/s) Tour Duration : 5 days / 5 nights</p> <p>Minimum Guarantee: Eight (8) pax In excess of 8 pax, tour operator shall be paid according to actual number of pax serviced/delivered and costs incurred which shall not exceed the ABC.</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Transportation 2. Accommodation 3. Incentivized Lunch and Dinner with Entertainments 4. Tour Guide 5. Tour Coordinator 6. Banner and Signage 7. Comprehensive Travel Insurance 8. Tokens 9. Other Amenities <ol style="list-style-type: none"> a. Snacks on board, cold towels, and distilled water b. Incentivized Tour Kit c. First Aid Kit d. Raincoats and umbrellas 10. Provision for Miscellaneous Expenses 	1,000,000.00	1,000,000.00

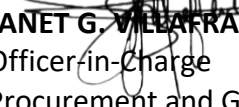
	<p>The quotation shall include:</p> <ol style="list-style-type: none"> 1. a budget breakdown/price schedule based on the above deliverables 2. a detailed and descriptive proposed Incentivized Itinerary, which should include the special arrangements that will be made for the MICE Buyers. <p><i>Note: The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. TPB will be billed based on actual cost per pax.</i></p>		
	<p>Legal Documents</p> <ul style="list-style-type: none"> ▪ PhilGEPS Registration Certificate ▪ Business/Income Tax Return Certificate ▪ Mayor’s Permit ▪ Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Annex A_Technical Specification 2. Annex B_Statement of Compliance 3. Annex C_Itinerary 4. Revised Omnibus Sworn Statement 		
	<p>Notes:</p> <ul style="list-style-type: none"> ▪ All entries must be typewritten in your company letterhead. ▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP1,000,000.00, inclusive of applicable taxes		

Please submit the **quotation, duly signed by the authorized representative** together with the **legal documents** enumerated above in a **sealed envelope** to the address below not later than **12 March 2024, until 12:00 PM:**

BAC Secretariat
Procurement and General Services Division
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Boulevard Manila

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
Officer-in-Charge
Procurement and General Services Division
Administrative Department

Contact Details: janet_villafranca@tpb.gov.ph / 85259318 loc. 270