

20 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 2024.03.096**

**Requirements: Services of a Tour Operator for the Familiarization Tour of MICE/Business Organizers from TMSAPAC2024 (3rd Posting)**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p><b>Date : 18 – 24 April 2024</b>  <b>Number of pax: 10 pax (MICE organizers with TPB coordinator/s)</b>  <b>Tour Duration : 5 days / 5 nights</b></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><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>1. Transportation</li> <li>2. Accommodation</li> <li>3. Incentivized Lunch and Dinner with Entertainments</li> <li>4. Tour Guide</li> <li>5. Tour Coordinator</li> <li>6. Banner and Signage</li> <li>7. Comprehensive Travel Insurance</li> <li>8. Tokens</li> <li>9. Other Amenities               <ol style="list-style-type: none"> <li>a. Snacks on board, cold towels, and distilled water</li> <li>b. Incentivized Tour Kit</li> <li>c. First Aid Kit</li> <li>d. Raincoats and umbrellas</li> </ol> </li> <li>10. Provision for Miscellaneous Expenses</li> </ol>	1,000,000.00	1,000,000.00

	<p><b>The quotation shall include:</b></p> <ol style="list-style-type: none"> <li>1. a budget breakdown/price schedule based on the above deliverables</li> <li>2. a detailed and descriptive proposed Incentivized Itinerary, which should include the special arrangements that will be made for the MICE Buyers.</li> </ol> <p><i>Note: The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. TPB will be billed <b>based on actual cost per pax.</b></i></p>		
	<p><b>Legal Documents</b></p> <ul style="list-style-type: none"> <li>▪ PhilGEPS Registration Certificate</li> <li>▪ Business/Income Tax Return Certificate</li> <li>▪ Mayor’s Permit</li> <li>▪ Omnibus Sworn Statement</li> </ul> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Annex A_Technical Specification</li> <li>2. Annex B_Statement of Compliance</li> <li>3. Annex C_Itinerary</li> <li>4. Revised Omnibus Sworn Statement</li> </ol>		
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ All entries must be typewritten in your company letterhead.</li> <li>▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ul>		
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 **statement of compliance** and **legal documents** enumerated above in a **sealed envelope** to the address below not later than **26 March 2024, until 5:00 PM:**

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

Contact Details: janet\_villafranca@tpb.gov.ph / 85259318 loc. 270

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  
21 March 2024