

REQUEST FOR QUOTATION

March 1, 2024

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

Quotation No. TPB-PR.2024.03.073

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"> Seven (7) 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 (13:00 - 22:00) - 15 March 2024 (07:00 a.m. - 11:00 a.m) indicative time One (1) unit of air-conditioned COASTER with comfortable 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"> Seven (7) 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 (13:00 - 22:00) - 15 March 2024 (07:00 a.m. - 11:00 a.m) indicative time One (1) unit of air-conditioned COASTER with comfortable 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 • Must be DOT-accredited and/or PATTO accredited vehicle 		
	2. Travel Insurance	Comprehensive Travel Insurance with COVID-19 coverage worth P500,000.00 per pax (10 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 (for Heritage Tour) • 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, conversant in Chinese language is an advantage - 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. <ul style="list-style-type: none"> • Estimated Cost of Snack Per Pax: P500.00 		

6. Dinner	<ul style="list-style-type: none"> • Menu: Filipino • Number of Pax: 13 pax • Indicative Date: 14 March or 17 March 2024 • Location : Preferably in Makati or BGC • Estimate Cost Per Pax: P4,000.00
7. Itinerary	TPB Project Officer provide / coordinate the detailed itinerary for the group.
8. 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, sweet & 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>
9. 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, (13:00 – 22:00)
- 15 March 2024, (07:00 AM – 11:00 AM)

Indicative Time

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
2. Accomplished Statement of Compliance to the Technical Specifications

LEGAL REQUIREMENTS

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

Attachments:

1. Technical Specifications

	<p>2. Statement of Compliance to the Technical Specifications</p> <p>Note:</p> <p>1. All entries must be typewritten on your company letterhead.</p> <p>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
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 **07 March 2024 on or before 1:00 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

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

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

(PR No. 2.010)

Quotation No. TPB-PR.2024. 03.073

[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>OBJECTIVES</p> <p>To provide premier MICE organizers with firsthand information and experiential opportunity that will feature the capability of the Philippines, particularly the destinations of Manila and Cebu, in handling MICE business events. The Department of Tourism (DOT’s) 2023 statistics shows that Singapore and Malaysia ranks 9th and 10th in the top tourists arrivals, signifying that Philippines is in their top of mind destination.</p> <p>In view of this, the TPB would need the services of a Tour Operator to facilitate/implement the tour and other requirements that the TPB Will provide for the MICE agents.</p>					
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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