

REQUEST FOR QUOTATION (RFQ)

21 March 2024

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

Quotation No. TPB-PR.2024.03.100

PR No. 3.029

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE AIRLINES AWARDS 2024

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF WORK/SERVICES:</p> <p>1. PAL AWARDS INTERNATIONAL ON 22-24 APRIL 2024 (BORACAY):</p> <p>AIR TICKETS</p> <ul style="list-style-type: none"> • Round trip air tickets (MNL-MPH-MNL) for 2 pax with 20 kilograms baggage allowance per way per pax • Must be rebookable, transferable and refundable • Preferably via Philippine Airlines • Provision of travel insurance with COVID-19 coverage worth PhP100,000 per pax (total of 2 pax) <p>ACCOMMODATION</p> <ul style="list-style-type: none"> • Overnight room accommodation (1 room) at Business category (if applicable/available) or its equivalent with breakfast. • Must be located near or in the same property of the event venue in Boracay (TBC) • Provision of private round-trip airport transfers. Driver must be fully vaccinated. <p>MEALS FOR TPB PERSONNEL</p> <ul style="list-style-type: none"> • Provision of AM/PM Snacks, Lunch and Dinner for 3 days for 3 pax amounting to PhP1,500.00 per day per pax 	PhP123,000.00	PhP123,000.00

	<p>ONSITE-RELATED EXPENSES</p> <ul style="list-style-type: none"> • Provision of onsite-related expenses not more than PhP10,000.00 for coordination meetings, transfers from accommodation to venue (if applicable), communication allowance for TPB personnel, porter fees and other miscellaneous expenses <p>2. PAL AWARDS PHILIPPINES ON 08-10 MAY 2024 (PALAWAN):</p> <p>AIR TICKETS</p> <ul style="list-style-type: none"> • Round trip air tickets (MNL-PPS-MNL) for 2 pax with 20 kilograms baggage allowance per way per pax • Must be rebookable, transferable and refundable • Preferably via Philippine Airlines • Provision of travel insurance with COVID-19 coverage worth PhP100,000 per pax (total of 2 pax) <p>ACCOMMODATION</p> <ul style="list-style-type: none"> • Overnight room accommodation (1 room) at Business category (if applicable/available) or its equivalent with breakfast. • Must be located near or in the same property of the event venue in Puerto Princesa City, Palawan (TBC) • Provision of private round-trip airport transfers. Driver must be fully vaccinated. <p>MEALS FOR TPB PERSONNEL</p> <ul style="list-style-type: none"> • Provision of AM/PM Snacks, Lunch and Dinner for 3 days for 3 pax amounting to PhP1,500.00 per day per pax 		
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	<p>ONSITE-RELATED EXPENSE</p> <ul style="list-style-type: none"> • Provision of onsite-related expenses not more than PhP10,000.00 for coordination meetings, transfers from accommodation to venue (if applicable), communication allowance for TPB personnel, porter fees and other miscellaneous expenses <p>OTHER TERMS AND CONDITIONS</p> <ol style="list-style-type: none"> 1. Must be able to assist in preparing/securing entry documents, as necessary. 2. Must be willing to respond to immediate/unforeseen changes in specifications. 3. Tour activities and/or schedules/dates are subject to change. <p>INDICATIVE PROJECT IMPLEMENTATION DATE</p> <p>PAL Awards International: 22-24 April 2024 (Boracay)</p> <p>PAL Awards Philippines: 8-10 May 2024 (Puerto Princesa City, Palawan)</p> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. DOT 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 <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 		
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	Note: 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 the Contract (ABC) is PhP123,000.00 inclusive of all applicable taxes		

Please submit your **quotation** together with the legal documents enumerated above to the email address **genesis_lee@tpb.gov.ph** not later than **27 March 2024 on or before 1700H**, duly signed by your representative and deliver to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., 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.



ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

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