

**REQUEST FOR QUOTATION**

05 April 2024

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

**Quotation No.** TPB-PR.2024-04.108

**PR No.** 03.034

**REQUIREMENTS:** Services of a Tour Operator for the Accompanying Persons Tour Program of the ASPIRE 2024 Congress

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p><b>SCOPE OF WORKS AND SERVICES:</b> Services of a Tour Operator for the Accompanying Persons Tour Program of the ASPIRE 2024 Congress 23-26 May 2024, PICC</p> <p>A. Specifications</p> <p>Required Tour Health and Wellness-Themed Day Tour with Lunch and Snacks</p> <p>Profile of Tour Participants : Spouses of the association’s international board officials and members, mostly above 40 years old.</p> <p>No. of Pax Minimum Guarantee: 15 pax Maximum Guarantee: 20 pax Proposed Tour Destination: Antipolo, Rizal and environs Tour Date 23 May 2024 (Thursday) Cost Per Pax P8,000 per pax</p> <p><b>DELIVERABLES SPECIFICATIONS</b></p> <p>1. Proposed Itinerary Must submit a proposed itinerary with suggested sites/destinations to visit in Antipolo, Rizal and environs, according to the following details and requirements:</p> <ul style="list-style-type: none"> <li>•Pick-up &amp; Drop-off Point: Sofitel Phil. Plaza Manila</li> <li>•Pick-up Time : 7:00 AM</li> <li>•Drop-off Time: 4:00 PM</li> </ul> <p>Important: Guests must be back on time to attend the Welcome Reception in PICC at 6:00 PM, giving time to</p>		PhP160,000.00

	<p>freshen up/change clothes</p> <ul style="list-style-type: none"> <li>•The itinerary must include the following leisurely and relaxing activities: <ul style="list-style-type: none"> <li>-Health and Wellness (spa/massage)</li> <li>-Lunch, snacks</li> <li>-Shopping</li> </ul> </li> <li>•The itinerary may also include art museum visits, and other sightseeing activities, as time permits</li> <li>•The final itinerary will be subject to the approval of the TPB and event organizer/proponent.</li> </ul> <p>2.Transportation      Provide deluxe air-conditioned bus or coasters, preferably new, or not older than three years, subject to the approval of the TPB.</p> <ul style="list-style-type: none"> <li>•With professional and licensed driver with a good personality and well groomed.</li> <li>•Inclusive of driver’s fee, gas, parking fees, toll fees, meals, overtime fees and permits</li> <li>•Equipped with dashcam (front and back)</li> <li>•Mut be DOT-accredited and/or PATTO accredited vehicle.</li> </ul> <p>3.Tour Coordinator and Tour Guide    Provision of:</p> <p>1.One (1) Tour Coordinator</p> <ul style="list-style-type: none"> <li>•Must have at least two (2) years’ experience of coordinating similar small tour groups.</li> </ul> <p>2.One (1) Tour Guide</p> <ul style="list-style-type: none"> <li>•Must be fluent and conversant in the English language</li> <li>•Must be well-versed in Philippine history, culture, tradition, art, and current events</li> <li>•Must be duly licensed and/or DOT-accredited, and preferably from a known/reputable organization that provides tour guides. Provide current DOT accreditation certificate and membership from tour guides association.</li> </ul> <p>Note: The Tour Coordinator and Tour Guide shall work in close coordination with the TPB Project Officer on all matters required for the smooth implementation of the tour.</p> <p>4.Lunch and Snacks</p> <ul style="list-style-type: none"> <li>•Recommended menu for lunch is Filipino-Spanish</li> </ul>		
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<ul style="list-style-type: none"> <li>•Snacks should be Filipino delicacies</li> <li>•Venue must be within Rizal Province, preferably a café with a view that is easily accessible to guests aged 40 and above</li> </ul> <p>5.Tour Kit (Amenities) Must provide a tour kit with the following items packed in a sustainable (preferably native) bag/pouch for each tour participant:</p> <ul style="list-style-type: none"> <li>•Mineral water in eco-friendly packaging (carton or glass bottle), 330/350 ml</li> <li>•Candies (mint)</li> <li>•Dry and wet tissues</li> <li>•Sanitizer/Alcohol (small bottle)</li> <li>•Facemasks, disposable (2 pcs)</li> <li>•Itinerary (mini-booklet format) containing the list of the sites/destinations included in the tour, with brief description</li> </ul> <p>Note: To be distributed at pick-up point, after boarding the vehicle</p> <p>6.Environmental Fees, Entrance and Other Fees All entrance fees to establishments and other charges must be inclusive in the bid quotation.</p> <p>7.BannerTour Operator shall provide a banner for the bus/coaster, and for group photo ops.</p> <p>Note: The TPB shall provide the information/text/logo for the creation of the artwork of the banner.</p> <p>8.Photos / Videos Tour Operator must document and submit to the TPB a compilation of photos in digital format, stored in a google drive folder and shared to TPB via email, or in USB or other formats to be delivered to the TPB offices, no later than fifteen (15) days after the tour is conducted.</p> <p>9.Travel Insurance Travel Insurance coverage worth at least P200,000.00 per pax</p> <p>10.Others</p> <p>A. Tour Operator must be willing to conduct a test-run (for timing) and ocular of the sites included in the approved itinerary, for the TPB, at least two (2) weeks before the actual tour date</p> <p>B.Onboard First Aid Kit including basic medicines</p>		
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	<p>(antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) and umbrellas.</p> <p>C. Allocate an amount of P10,000.00 for onsite incidental and contingency related expenses.</p> <p>Token / Souvenir (optional) Additional consideration will be given if the bidder can provide a locally made/sourced souvenir item for each tour participant, with the following guidelines:</p> <ul style="list-style-type: none"> <li>• May be an item that can also be used during the tour, such as, but not limited to, spa towel, hand fan, sun visor/hat, tumbler, umbrella, among others.</li> <li>• Preferably a small and lightweight item they can carry around, that depicts the Philippines</li> </ul>		
	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</b></p> <p><b><u>Attachments:</u></b></p> <ul style="list-style-type: none"> <li>• Bidder must submit photos of the actual proposed token to the TPB, for prior approval (a TPB complimentary sticker or card will be attached to the approved token).</li> <li>• The bid quotation/proposal must be based on per pax multiplied by the number of pax. Ex. P7,000 per pax x 20 pax = P140,000.00.</li> <li>• Duly accredited tour operator of the Department of Tourism (DOT), Certificate of Accreditation</li> <li>• Engaged in the business of travel and tour operator for at least three (3) years at the date and time of submission of bid. Provide list of government and private sectors similar projects handled for the past three (3) years.</li> <li>• TPB membership is an advantage but not required.</li> <li>• Technical Specification (<b>Annex “A”</b>) Bidder’s Statement of Compliance</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• All entries must be typewritten on your company letterhead.</li> </ul>		


	<ul style="list-style-type: none"> <li>• Price Validity shall be for a period of thirty (30) calendar days.</li> </ul>		
	<p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Certificate</li> <li>Mayor’s Business Permit</li> <li>SEC/DTI Registration Certificate</li> <li>Income/Business Tax Return</li> <li>Omnibus Sworn Statement (<b>Annex “B”</b>)</li> <li>Company profile (<b>New Supplier</b>)</li> </ol>		
	<p><b>PROJECT TIMELINE/IMPLEMENTATION:</b> The contract shall commence from the date of the receipt of Notice to Proceed.</p>		
	<p><b>PAYMENT TERMS AND SCHEDULE:</b></p> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</p> <p>Please send the billing statement to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board Philippines 4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104</p> <p>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>Tour Operator may bill the TPB after the tour is conducted, subject to the submission of invoice/billing, compilation of photos in digital format, and other pertinent documents.</p> <p>Should the actual number of tour participants are less than the minimum guarantee of 15 pax, Tour Operator will be paid based on the minimum guarantee cost.</p> <p>Any additional number of tour participants exceeding the maximum of 20 pax shall be charged to the account of the event proponent (ASPIRE), subject to the approval of the TPB prior to the tour date.</p> <p>Processing of payment shall commence upon issuance of certification of satisfactory completion of service by the end user, accompanied by statement of account/billing, photos and and/or other required documents from the Tour Operator.</p>		

	Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.		
ABC	Approved Budget for Contract (ABC) is PhP160,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **mike\_solo@tpb.gov.ph** and the hard copy of quotation and legal documents in Tourism Promotions Board, 4<sup>th</sup> Floor Legaspi Towers, Vito Cruz Malate Manila not later than **April 15, 2024 on or before 1700H**, 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 05 April 2024  
 Procurement and General Services Division  
 Administrative Department

Contact Person  
Contact No.

**MIKE ANTHONY SOLO**  
(8) 525-7312 local 266

**TECHNICAL SPECIFICATION**

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification

Item	Services of a Tour Operator for the Accompanying Persons Tour Program of the ASPIRE 2024 Congress 23-26 May 2024, PICC	Total Quantity	Bidder's Statement of Compliance
A.	Scope of Work and Deliverables:	1 Lot	
	<p><b>SCOPE OF WORKS AND SERVICES:</b></p> <p><b>A. SCOPE OF WORKS AND SERVICES:</b>            Services of a Tour Operator for the Accompanying Persons Tour Program of the ASPIRE 2024 Congress 23-26 May 2024, PICC</p> <p>A. Specifications</p> <p>Required Tour Health and Wellness-Themed Day Tour with Lunch and Snacks</p> <p>Profile of Tour Participants :            Spouses of the association's international board officials and members, mostly above 40 years old.            No. of Pax            Minimum Guarantee: 15 pax            Maximum Guarantee: 20 pax            Proposed Tour Destination:            Antipolo, Rizal and environs            Tour Date            23 May 2024 (Thursday)            Cost Per Pax            P8,000 per pax</p> <p><b>DELIVERABLES SPECIFICATIONS</b></p> <p>1. Proposed Itinerary Must submit a proposed itinerary with suggested sites/destinations to visit in Antipolo, Rizal and environs, according to the following details and requirements:</p> <ul style="list-style-type: none"> <li>•Pick-up &amp; Drop-off Point: Sofitel Phil. Plaza Manila</li> <li>•Pick-up Time : 7:00 AM</li> <li>•Drop-off Time: 4:00 PM</li> </ul> <p>Important: Guests must be back on time to attend the Welcome Reception in PICC at 6:00 PM, giving time to freshen up/change clothes</p> <p>The itinerary must include the following leisurely and relaxing activities:</p>		

<p>-Health and Wellness (spa/massage)          -Lunch, snacks          -Shopping</p> <ul style="list-style-type: none"> <li>•The itinerary may also include art museum visits, and other sightseeing activities, as time permits</li> <li>•The final itinerary will be subject to the approval of the TPB and event organizer/proponent.</li> </ul> <p>2.Transportation      Provide deluxe air-conditioned bus or coasters, preferably new, or not older than three years, subject to the approval of the TPB.</p> <ul style="list-style-type: none"> <li>•With professional and licensed driver with a good personality and well groomed.</li> <li>•Inclusive of driver’s fee, gas, parking fees, toll fees, meals, overtime fees and permits</li> <li>•Equipped with dashcam (front and back)</li> <li>•Mut be DOT-accredited and/or PATTO accredited vehicle.</li> </ul> <p>3.Tour Coordinator and Tour Guide    Provision of:</p> <p>1.One (1) Tour Coordinator</p> <ul style="list-style-type: none"> <li>•Must have at least two (2) years’ experience of coordinating similar small tour groups.</li> </ul> <p>2.One (1) Tour Guide</p> <ul style="list-style-type: none"> <li>•Must be fluent and conversant in the English language</li> <li>•Must be well-versed in Philippine history, culture, tradition, art, and current events</li> <li>•Must be duly licensed and/or DOT-accredited, and preferably from a known/reputable organization that provides tour guides. Provide current DOT accreditation certificate and membership from tour guides association.</li> </ul> <p>Note:          The Tour Coordinator and Tour Guide shall work in close coordination with the TPB Project Officer on all matters required for the smooth implementation of the tour.</p> <p>4.Lunch and Snacks</p> <ul style="list-style-type: none"> <li>•Recommended menu for lunch is Filipino-Spanish</li> <li>•Snacks should be Filipino delicacies</li> </ul>		
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<p>Venue must be within Rizal Province, preferably a café with a view that is easily accessible to guests aged 40 and above</p> <p>5.Tour Kit (Amenities) Must provide a tour kit with the following items packed in a sustainable (preferably native) bag/pouch for each tour participant:</p> <ul style="list-style-type: none"> <li>•Mineral water in eco-friendly packaging (carton or glass bottle), 330/350 ml</li> <li>•Candies (mint)</li> <li>•Dry and wet tissues</li> <li>•Sanitizer/Alcohol (small bottle)</li> <li>•Facemasks, disposable (2 pcs)</li> <li>•Itinerary (mini-booklet format) containing the list of the sites/destinations included in the tour, with brief description</li> </ul> <p>Note: To be distributed at pick-up point, after boarding the vehicle</p> <p>6.Environmental Fees, Entrance and Other Fees All entrance fees to establishments and other charges must be inclusive in the bid quotation.</p> <p>7.BannerTour Operator shall provide a banner for the bus/coaster, and for group photo ops.</p> <p>Note: The TPB shall provide the information/text/logo for the creation of the artwork of the banner.</p> <p>8.Photos / Videos Tour Operator must document and submit to the TPB a compilation of photos in digital format, stored in a google drive folder and shared to TPB via email, or in USB or other formats to be delivered to the TPB offices, no later than fifteen (15) days after the tour is conducted.</p> <p>9.Travel Insurance Travel Insurance coverage worth at least P200,000.00 per pax</p> <p>10.Others</p> <p>A. Tour Operator must be willing to conduct a test-run (for timing) and ocular of the sites included in the approved itinerary, for the TPB, at least two (2) weeks before the actual tour date</p> <p>B.Onboard First Aid Kit including basic medicines (antacid for upset stomach, headache, antihistamine</p>		
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<p>for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) and umbrellas.</p> <p>C. Allocate an amount of P10,000.00 for onsite incidental and contingency related expenses.</p> <p>Token / Souvenir (optional) Additional consideration will be given if the bidder can provide a locally made/sourced souvenir item for each tour participant, with the following guidelines:</p> <ul style="list-style-type: none"> <li>•May be an item that can also be used during the tour, such as, but not limited to, spa towel, hand fan, sun visor/hat, tumbler, umbrella, among others.</li> <li>•Preferably a small and lightweight item they can carry around, that depicts the Philippines</li> </ul>		
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	<p><b>LEGAL REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor’s Business Permit</li> <li>c. SEC/DTI Registration Certificate</li> <li>d. Income/Business Tax Return</li> <li>e. Omnibus Sworn Statement (<b>Annex “B”</b>) Company profile (<b>New Supplier</b>)</li> </ul>		
	<p><b>PROJECT TIMELINE/IMPLEMENTATION:</b></p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>		
	<p><b>PAYMENT TERMS AND SCHEDULE:</b></p> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</p> <p>Please send the billing statement to:  <b>MARIA MARGARITA MONTEMAYOR NOGRALES</b>  Chief Operating Officer  Tourism Promotions Board Philippines  4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104</p> <p>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>Tour Operator may bill the TPB after the tour is conducted, subject to the submission of invoice/billing, compilation of photos in digital format, and other pertinent documents.</p> <p>Should the actual number of tour participants are less than the minimum guarantee of 15 pax, Tour Operator will be paid based on the minimum guarantee cost.</p> <p>Any additional number of tour participants exceeding the maximum of 20 pax shall be charged to the account of the event proponent (ASPIRE), subject to the approval of the TPB prior to the tour date.</p> <p>Processing of payment shall commence upon issuance of certification of satisfactory completion of service by the end user, accompanied by statement of account/billing, photos and and/or other required documents from the Tour Operator.</p> <p>Payments will be made through a Landbank of the</p>		

	Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.		
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I hereby certify to Comply with all the above Technical Specifications.

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Name of Company/Bidder

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Signature over Printed  
Name of Representative

\_\_\_\_\_  
Date