



REQUEST FOR QUOTATION

May 8, 2024

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

 $\textbf{Quotation No.} \ \ \underline{\text{TPB-PR.2024-05.118}}$

PR No. 04.039

REQUIREMENTS: Services of Tour Operator for Implementation of the Corporate Social Responsibility

(CSR) Program in Palawan

Quantity	Particulars			Estimated Unit Price	Estimated Total Amount
1 Lot	I. SITE VALIDATIO REQUIREMENTS		PhP700,000.00		
	TWO (2) ROUND-TRIP AIRTICKETS (MNL-EL NIDO-MNL)	PARTICULARS 23MAY 2024, MNL-EL NIDO T60112 05:10-06:40 24MAY 2024, EL NIDO – MNL T60147 17:25-18:55	a. All Economy Class b. With 20KG check-in baggage allowance per pax per way. c. Comprehensive Travel Insurance for TPB and DOT Representatives Refundable, Rebookable.		
	TRANSPORTATION	Estimated routes: El-Nido-Taytay- Sibaltan-El Nido Whole 2-day rental of one (1) van (2019 model or newer) Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses. Maximum of 15 hours per day inclusive of overtime and drivers' fee. Preferably Commuter Van/Super Grandia/13-15 seater van	a. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. b. Daily disinfection of vehicles and always ensure cleanliness. c. Vehicles must be equipped with the following: climate control or air- conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first- aid-kit; with provision of wet tissue, alcohol, mineral water and mints d. Drivers should have strong		
,		RISM PROMOTIONS BO	navigation skills, always in proper attire or uniform.		* * *

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines Tel: +63 2 8525.9318 to 27 Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph





e. First Aid Kit on board the tour vehicle with basic medicines (antacid	
for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.]. RENTAL OF PRIVATE SPECIBOAT RENTAL OF PRIVATE RENTAL OF PRIVATE SPECIBOAT RENTAL OF PRIVATE SPECIBOAT RENTAL OF PRIVATE RENTAL OF PRIVATE SPECIBOAT SP	
HOTEL ACCOMODATION • Location: Within the areas of Sibaltan or Taytay Island • 1 Standard/Deluxe Room or its equivalent, twin-sharing • Check-in: 23 May 2024 • Location: a. Able to allow early-check in on 23 May 2024 and late check-out on 24 May 2024 • Inclusive of breakfast c. Provision of hot and cold shower d. With mini ref with	
Check-out: 24 May freezer	

	T	ı
	2024	e. Complimentary Wi- Fi access per room f. Complimentary drinking water, replenished daily g. In-room safe Preferably with mini kitchen and sink
MEALS	Provision of meals (AM snacks, Breakfast, Lunch, PM snack, and dinner) for 2 TPB and 4 DOT/LGU/SPSF Personnel from 23-24 May 2024.	a. Menu and Restaurants are subject to the approval of TPB. Check with Hotel/Resort if they can accommodate the PM snacks for 06 and 07 June 2024.
MISCELLANEOUS EXPENSES	Inclusive of communication expenses, coordination meetings, excess baggage, entrance fees, environmental fees, snacks on the road, supplies, emergency fund, and other on-site related expenses worth Php5,000.00	

II. ACTUAL CSR PROJECT IMPLEMENTATION

II. ACTUAL CSR	PROJECT IMPLEMENTATION	ON
REQUIREMENTS	PARTICULARS	REMARKS
FOURTEEN (14) ROUND-TRIP AIRTICKETS (MNL- EL NIDO-MNL)	 05 JUNE 2024, MNL-EL NIDO T60112 05:10-06:40 07 JUNE 2024, EL NIDO – MNL T60147 17:25-18:55 	a. All Economy Class b. With 20KG check-in baggage allowance per pax per way. c. Comprehensive Travel Insurance for TPB and DOT Representatives Refundable, Rebookable.
LAND TRANSPORTATION	Estimated routes: El-Nido-Taytay-Sibaltan-El Nido Whole-day rental of two (2) van (2019 model or newer) on 05 and 07 June 2024 Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses. Maximum of 15 hours per day inclusive of overtime and drivers' fee. Preferably Commuter Van/Super Grandia/13-15 seater van	a. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. b. Daily disinfection of vehicles and always ensure cleanliness. c. Vehicles must be equipped with the following: climate control or airconditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints d. Drivers should have strong navigation

RENTAL OF PRIVATE SPEEDBOAT	Rental of 2 private speedboats for 05-06 June 2024. Estimated route: Sibaltan-Taytay-Sibaltan areas Capacity: 10-20 pax Inclusive of allowances and meals of the boat captain and crews Inclusive of gas, fares, terminal fees, porter fees, environmental fees, and other miscellaneous expenses Maximum of 15 hours per day inclusive of overtime and captain and crews' fees.	skills, always in proper attire or uniform. e. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.). f. 2 gallons of distilled mineral water stand-by in each vehicle g. Itinerary and van assignment to be provided by TPB. Project Name signage on the vehicle should be provided. a. Speedboats maintained in accordance with the Philippine laws on technical safety requirements of vehicles. b. Safety life vests should always be available and in best condition c. Emergency kits/ tools available and in best condition (such as flashlights, whistle, etc) d. Daily disinfection of boats and always ensure cleanliness. e. Captain and crew should have strong navigation skills, always in proper attire or uniform. f. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.). g. 2 gallons of distilled mineral water stand-by in each boat per day h. Itinerary to be provided. Project Name signage on the vehicle should be provided.	
HOTEL ACCOMODATION	Total of 8 rooms per accommodation:	Sibaltan or Taytay Area	
	 Sibaltan or Taytay Area Two (2) Standard/Deluxe Room or its equivalent, Single 	a. Able to allow early-check in on 05 June 2024 and late check-out on 06 June 2024. b. Inclusive of	

Provision of meals for 16 TPB and DOT Personnel from 05-07 June 2024. • 05 June 2024 -AM Snack -Lunch -Dinner	Occupancy Four (4) Standard/Deluxe Room or its equivalent, twin- sharing - Two (2) Standard/Deluxe Room or its equivalent, triple- sharing Check-in: 05 June 2024 Check-out: 06 June 2024 El Nido Proper -Two (2) Standard/Deluxe Room or its equivalent, Single Occupancy Four (4) Standard/Deluxe Room or its equivalent, twin- sharing - Two (2) Standard/Deluxe Room or its equivalent, triple- sharing Check-in: 06 June 2024 Check-out: 07 June 2024 Check-out: 07 June 2024 Check with Hotel/Resort if they can accommodate the PM snacks for 06 and 07 June 2024.	c. Can allow breakfast buffet or serving as early as 5AM or packed breakfast to be provided to guests as early as 5AM d. Provision of hot and cold shower e. With mini ref with freezer f. Complimentary Wi-Fi access per room g. Complimentary drinking water replenished daily. h. In-room safe i. Preferably with mini kitchen and sink El Nido Proper a. Able to allow late check-in on 06 June 2024 (6PM onwards) and late check-out on 07 June 2024 (3PM) b. Inclusive of breakfast c. Can allow breakfast to be provided to guests as early as 5AM or packed breakfast to be provided to guests as early as 5AM d. Provision of hot and cold shower e. With mini ref with freezer f. Complimentary Wi-Fi access per room g. Complimentary drinking water, replenished daily h. In-room safe Preferably with mini kitchen and sink	
-Lunch			

PHOTO AND WIDGO DOCUMENTATION Provision of 1 professional photographer/videographer to cover the CSR proper with the following output: -200-250 color-enhanced photos -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for pre-events) -1-2 minutes event highlight videos (short version for provided to output stored in usual park of the project of the project on the foreign and familiar in El Nido or Taytay Palawan expenses1-2 provision of two (2) tour coordinator/four guide to co-lead the implementation of the project -1-2 coordinator videos (co-lead the implementation of the project -1-2 coordinator videos (co-lead the implementation of the project -1-2 coordinator videos (co-lead the implementation of the project -1-2 coordinator videos (co-lead the implementation of the project -1-2 coordinator videos (co-lead the implementation of the project of the short videos (videos) with hotel/restaurant -1-2 coordinator videos (co-lead the implementation of the project of the short videos (videos) with the territorial Bid. Shall work of solvey of the Cours (videos) with the territorial Bid. Shall work of solvey with the territorial Bid. Shall work of solvey with the territorial Bid. Shall work of the solvey of the cours dead of the shall work of the solvey of	• 07 June 2024 -AM Snacks -Lunch -PM Snacks			
volunteers to include the following items: - 1 Dry bag - 150ml Insect repellent - 1 50g of Sunscreen (Reefsafe) - 1 pack of organic wipes - 1 pack of facial tissue - 1 personal handheld flashlight - 1 pack of mints 150ml. 70% isopropyl alcohol spray in a bottle MANAGEMENT FEE FOR THE TOUR OPERATOR Organize a half-day El Nido Tour for 16 pax on 07 June 2024, inclusive of all fees and familiar in El gozo4, inclusive of all fees and expenses Provision of two (2) tour coordinator/four guide to co-lead the implementation of the project - Close coordination with DOT-Region IV-B MIMAROPA, Save Palawan Seas Foundation, LGU and beneficiaries - To ensure special requests such as late check-in/check-out and packed breakfast or pm snacks, etc. are arranged with hotel/restaurant - To ensure that itinerary is followed and on-time - Inclusive of payment for entrance fees and environmental fees (if applicable) MISCELLANEOUS EXPENSES Inclusive of communication expenses, coordination meetings, excess baggage, entrance fees, environmental fees, snacks on the road, supplies, emergency fund, and other on-site related		photographer/videographer to cover the CSR proper with the following output: -200-250 color-enhanced photos -1-2 minutes event highlight videos (short version for pre-events) -Submission of raw videos and photos Provision of a consolidated output stored in a USB Drive to TPB after the project and one (1) external hard drive (outputs are	and Transportation of Photographers / Videographers are c/o	
Tour for 16 pax on 07 June 2024, inclusive of all fees and expenses. Provision of two (2) tour coordinator/tour guide to co-lead the implementation of the project Close coordination with DOT-Region IV-B MIMAROPA, Save Palawan Seas Foundation, LGU and beneficiaries To ensure special requests such as late check-in/check-out and packed breakfast or pm snacks, etc. are arranged with hotel/restaurant To ensure that itinerary is followed and on-time Inclusive of payment for entrance fees and environmental fees (if applicable) MISCELLANEOUS EXPENSES Nido or Taytay Palawan b. Tour Coordinator must have at least three (3) years relevant experience. Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid. Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour.	VOLUNTEERS KITS	volunteers to include the following items: - 1 Dry bag - 1 50ml Insect repellent - 1 50g of Sunscreen (Reefsafe) - 1 pack of organic wipes - 1 pack of facial tissue - 1 personal handheld flashlight - 1 pack of mints 150ml. 70% isopropyl alcohol		
expenses, coordination meetings, excess baggage, entrance fees, environmental fees, snacks on the road, supplies, emergency fund, and other on-site related	FEE FOR THE	Tour for 16 pax on 07 June 2024, inclusive of all fees and expenses. Provision of two (2) tour coordinator/tour guide to co-lead the implementation of the project Close coordination with DOT-Region IV-B MIMAROPA, Save Palawan Seas Foundation, LGU and beneficiaries To ensure special requests such as late check-in/check-out and packed breakfast or pm snacks, etc. are arranged with hotel/restaurant To ensure that itinerary is followed and on-time Inclusive of payment for entrance fees and environmental fees (if	and familiar in El Nido or Taytay Palawan b. Tour Coordinator must have at least three (3) years relevant experience. c. Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid. Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the	
expenses worth Php25,000		expenses, coordination meetings, excess baggage, entrance fees, environmental fees, snacks on the road, supplies, emergency fund,		

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	-2 DOT Region II Officers/LGU Personnel		
	ATTACHMENTS		
	ADDITIONAL TECHNICAL/ELIGIBILITY		
	REQUIREMENTS		
	Preferably based in El Nido or Taytay Palawan		
	1		
	Willingness to respond to immediate/unforeseen		
	changes in specifications.		
	 Tour activities and/or schedules/dates may still be 		
	changed based on recommendations of the DOT		
	Regional Office and the organizers		
	 Technical Specification (Annex "A") 		
	Bidder's Statement of Compliance		
	NOTE:		
	All entries must be typewritten on your		
	company letterhead.		
	Price Validity shall be for a period of thirty (20) and a decided to the standard decided to the		
	(30) calendar days.		
	LEGAL REQUIREMENT:		
	a. PhilGEPS Certificate		
	b. Mayor's Business Permit		
	c. SEC/DTI Registration Certificate		
	d. Income/Business Tax Return		
	e. Notarized Omnibus Sworn Statement (Annex "B")		
	f. Company profile (New Supplier)		
	PROJECT TIMELINE/IMPLEMENTATION:		
	The contract shall commence from the date of the receipt of		
	Notice to Proceed.		
	PAYMENT TERMS AND SCHEDULE:		
	Willing to provide services on a "send-bill" arrangement based		
	on the entire actual cost.		
	טוז נווכ פוונוופ מכנעמו נטאנ.		
	Downent shall be made within 20 weather days were		
	Payment shall be made within 30 working days upon		
	submission of the Statement of Account, after the conclusion		
	of the event, so long as there are no additional documentary		
	requirements or billing concerns.		
	Original copy of Statement of Account / Billing Statement		
	shall be personally brought to TPB Office. Otherwise, delivery		
	fee will be shouldered by the supplier.		
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	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.	
	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	
ADC	Approved Budget for Contract (ABC) is PhP700,000.00	
ABC	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, 4th Floor Legaspi Towers, Vito Cruz Malate Manila not later than **May 13, 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,

JANET G. VILLAFRANCA

OIC, Procurement and General Services Division

Administrative Department

Contact Person
Contact No.

MIKE ANTHONY SOLO

(8) 525-7312 local 266

		TECHN	ICAL SPECIFICATION	<u>I</u>	
				mn "Bidder's Sta	atement against each
or the		ters of each Specific		T-1-10	D'dde de Chalansan
14		r Operator for Imp		Total Quantity	Bidder's Statement
ltem		Social Responsibili	ty (CSR) Program		of Compliance
	in Palawan				
A.	Scope of Work a	and Deliverables:		`1 Lot	
	I. SITE VALIDATI	ON			
	REQUIREMENTS	PARTICULARS	REMARKS		
	TWO (2) ROUND-	• 23MAY 2024, MNL-	d. All Economy		
	TRIP AIRTICKETS (MNL-EL NIDO-MNL)	EL NIDO	Class e. With 20KG		
		T60112 05:10-06:40	check-in		
			baggage		
		• 24MAY 2024, EL NIDO – MNL	allowance per pax per way.		
		T60147 17:25-18:55	f. Comprehensive		
			Travel Insurance for TPB and DOT		
			Representatives		
			Refundable,		
	LAND	- Estimated montes	Rebookable.		
	TRANSPORTATION	Estimated routes: El-Nido-Taytay-	h. Vehicles maintained in		
		Sibaltan-El Nido	accordance		
		• Whole 2-day rental of one (1)	with the Philippine laws		
		van (2019 model	on technical		
		or newer) • Must include	safety requirements		
		driver's fee as	of vehicles.		
		well as his food and other	i. Daily disinfection of		
		miscellaneous	vehicles and		
		cost, maintenance cost,	always ensure cleanliness.		
		gasoline,	j. Vehicles must		
		lubricant, parking fee, toll fee, other	be equipped with the		
		consumable cost	following:		
		and other onsite	climate control or air-		
		related expenses. • Maximum of 15	conditioning,		
		hours per day	PA system and CCTVs; on-		
		inclusive of overtime and	CCTVs; on- board		
		drivers' fee.	insurance and		
		 Preferably Commuter 	3rd party liability		
		Van/Super	insurance; with		
		Grandia/13-15 seater van	universal sliding		
			windows and		
			safety belts for all seats; GPS or		
			Waze		
			application and charging		
			ports/units for		
			mobile phones; with on-board		
			first-aid-kit;		
			with provision		
			of wet tissue, alcohol, mineral		
			water and		

		mints
RENTAL OF PRIVATE SPEEDBOAT	 Rental of 1 private speedboat for 23-24 May 2024. Estimated route: Sibaltan-Taytay-Sibaltan Capacity: 10-20 pax Inclusive of allowances and meals of the boat captain and crews Inclusive of gas, fares, terminal fees, porter fees, environmental fees, and other miscellaneous expenses Maximum of 15 hours per day inclusive of overtime and captain and crews' fees. 	mints k. Drivers should have strong navigation skills, always in proper attire or uniform. 1. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.), m. 2 gallons of distilled mineral water stand-by in each vehicle mineral water stand-by in each vehicle n. Itinerary and van assignment to be provided by TPB. Proceed Name signage on the vehicle should be provided. i. Speedboats maintained in accordance with the Philippine laws on technical safety requirements of vehicles. j. Safety life vests should always be available and in best condition (such as fishlights, whistle, etc) k. Emergency kits/ tools available and in best condition (such as fishlights, whistle, etc) l. Daily disinfection of boats and always ensure cleanliness. m. Captain and crew should have strong navigation skills,
		crew should have strong

HOTEL ACCOMODATION	Location: Within the areas of Sibaltan or Taytay Island 1 Standard/Deluxe Room or its equivalent, twinsharing Check-in: 23 May 2024 Check-out: 24 May 2024	n. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.). o. 2 gallons of distilled mineral water stand-by in each boat per day p. Itinerary to be provided by TPB. Project Name signage on the vehicle should be provided. h. Able to allow early-check in on 23 May 2024 and late checkout on 24 May 2024 i. Inclusive of breakfast j. Provision of hot and cold shower k. With mini ref with freezer I. Complimentary Wi-Fi access per room m. Complimentary drinking water, replenished daily n. In-room safe Preferably with mini			
MEALS	Provision of meals (AM snacks, Breakfast, Lunch, PM snack, and dinner) for 2 TPB and 4 DOT/LGU/SPSF Personnel from 23-24 May 2024.	kitchen and sink c. Menu and Restaurants are subject to the approval of TPB. Check with Hotel/Resort if they can accommodate the PM snacks for 06 and 07 June 2024.			
MISCELLANEOUS EXPENSES	Inclusive of communication expenses, coordination meetings, excess baggage, entrance fees, environmental fees, snacks on the road, supplies, emergency fund, and other on-site related expenses worth Phps.coo.oo				
	PROJECT IMPLEMENT	NTATION	_		
•	PARTICULARS	REMARKS			
S		1		tion No. TPR-PR 202	

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FOURTEEN (14) ROUND-TRIP AIRTICKETS (MNL-EL NIDO-MNL)	O5 JUNE 2024, MNL-EL NIDO T60112 05:10-06:40 O7 JUNE 2024, EL NIDO – MNL T60147 17:25-18:55	d. All Economy Class e. With 20KG check-in baggage allowance per pax per way. f. Comprehensive Travel Insurance for TPB and DOT Representatives Refundable, Rebookable.		
LAND TRANSPORTATI ON	Estimated routes: El-Nido-Taytay- Sibaltan-El Nido Whole-day rental of two (2) van (2019 model or newer) on 05 and 07 June 2024 Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses. Maximum of 15 hours per day inclusive of overtime and drivers' fee. Preferably Commuter Van/Super Grandia/13-15 seater van	h. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. i. Daily disinfection of vehicles and always ensure cleanliness. j. Vehicles must be equipped with the following: climate control or air- conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints k. Drivers should have strong navigation skills, always in proper attire or uniform.		
		l. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach,		

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RENTAL OF PRIVATE SPEEDBOAT	Rental of 2 private speedboats for 05-06 June 2024. Estimated route: Sibaltan-Taytay-Sibaltan areas Capacity: 10-20 pax Inclusive of allowances and meals of the boat captain and crews Inclusive of gas, fares, terminal fees, porter fees, environmental fees, and other miscellaneous expenses Maximum of 15 hours per day inclusive of overtime and captain and crews' fees.	i. Speedboats maintained in accordance with the Philippine laws on technical safety requirements of vehicles. j. Safety life vests should always be available and in best condition k. Emergency kits/ tools available and in best condition (such as flashlights, whistle, etc) l. Daily disinfection of boats and always ensure cleanliness. m. Captain and crew should have strong navigation skills, always in proper attire or uniform. n. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.). 0. 2 gallons of distilled mineral water stand-by in each boat per day p. Itinerary to be provided by TPB. Project Name signage on the vehicle should be provided.

HOTEL	Total of 8 rooms per	❖ Sibaltan or
ACCOMODATIO	accommodation:	Taytay Area
N		
	❖ Sibaltan or Taytay	j. Able to allow
	Area	early-check in on
		05 June 2024
	- Two (2)	and late check- out on 06 June
	Standard/Deluxe	2024.
	Room or its	k. Inclusive of
	equivalent, Single	breakfast
	Occupancy.	l. Can allow
	- Four (4)	breakfast buffet
	Standard/Deluxe	or serving as
	Room or its equivalent, twin-	early as 5AM or
	equivalent, twin- sharing	packed
	- Two (2)	breakfast to be
	Standard/Deluxe	provided to
	Room or its	guests as early
	equivalent, triple-	as 5AM
	sharing	m. Provision of hot
		and cold shower n. With mini ref
	Check-in: 05 June 2024	n. With mini ref
	Check-out: 06 June 2024	o. Complimentary
		Wi-Fi access per
	❖ El Nido	room
	Proper	p. Complimentary
	Порег	drinking water
	-Two (2)	replenished
	Standard/Deluxe	daily.
	Room or its	q. In-room safe
	equivalent, Single	r. Preferably with mini kitchen and
	Occupancy.	sink
	- Four (4)	Jiik
	Standard/Deluxe	El Nido Proper
	Room or its equivalent, twin-	Littlido i Topei
	sharing	i. Able to allow late
	- Two (2)	check-in on 06
	Standard/Deluxe	June 2024 (6PM
	Room or its	onwards) and
	equivalent, triple-	late check-out on
	sharing	07 June 2024
		(3PM)
	Check-in: 06 June 2024	
	Check-out: 07 June 2024	j. Inclusive of breakfast
		k. Can allow breakfast buffet
		or serving as
		early as 5AM or
		packed
		breakfast to be
		provided to
		guests as early
		as 5AM
		l. Provision of hot
		and cold shower
		m. With mini ref
		with freezer
		n. Complimentary
		Wi-Fi access per
		room
		o. Complimentary
		drinking water,
		replenished
		daily
		p. In-room safe
		Preferably with mini
		kitchen and sink

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Provision of meals for 16 TPB and DOT Personnel from 05-07 June 2024. • 05 June 2024 -AM Snack -Lunch -Dinner • 06 June 2024 -PM Snacks -Dinner • 07 June 2024 -AM Snacks -Lunch -PM Snacks	d. Menu and Restaurants are subject to the approval of TPB. Check with Hotel/Resort if they can accommodate the PM snacks for 06 and 07 June 2024.		
PHOTO AND VIDEO DOCUMENTATI ON	Provision of 1 professional photographer/videogr apher to cover the CSR proper with the following output: -200-250 colorenhanced photos -1-2 minutes event highlight videos (short version for pre-events) -Submission of raw videos and photos Provision of a consolidated output stored in a USB Drive to TPB after the project and one (1) external hard drive (outputs are subject for approval of TPB)	Meals, Accommodation, and Transportation of Photographers / Videographers are c/o Tour Operator	
VOLUNTEERS KITS	Provision of safety kits for volunteers to include the following items: - 1 Dry bag - 1 50ml Insect repellent - 1 50g of Sunscreen (Reef-safe) - 1 pack of organic wipes - 1 pack of facial tissue - 1 personal handheld flashlight - 1 pack of mints 1 50ml. 70% isopropyl alcohol spray in a bottle	To be delivered on or before 20 May 2024	

MANAGEMENT FEE FOR THE TOUR OPERATOR MISCELLANEOU S EXPENSES	Organize a half-day El Nido Tour for 16 pax on 07 June 2024, inclusive of all fees and expenses. Provision of two (2) tour coordinator/tour guide to co-lead the implementation of the project Close coordination with DOT-Region IV-B MIMAROPA, Save Palawan Seas Foundation, LGU and beneficiaries To ensure special requests such as late check-in/check-out and packed breakfast or pm snacks, etc. are arranged with hotel/restaurant To ensure that itinerary is followed and on-time Inclusive of payment for entrance fees and environmental fees (if applicable) Inclusive of communication expenses, coordination meetings, excess baggage, entrance fees, environmental fees, snacks on the road, supplies, emergency fund, and other	d. Preferably based and familiar in El Nido or Taytay Palawan e. Tour Coordinator must have at least three (3) years relevant experience. f. Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid. Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour.		
	on-site related expenses			
	worth Php25,000			
*Itinerary is : NO. OF PARTI Organizers 14 TPB Persoi -2 DOT Regioi	nnel n II Officers/LGU Perso			
<u>Attachment</u>	<u>s:</u>			
	L TECHNICAL/ELIGIBILI	TY		
REQUIREME				
	Preferably based in El Nido or Taytay Palawan			
<u> </u>	Willingness to respond to mmediate/unforeseen			
_	changes in specifications.			
	Tour activities and/or schedules/dates may still to all a seal as a			
	be changed based on recommendations of the			
	DOT Regional Office and the organizers			
	· · · · · · · · · · · · · · · · · · ·			
	Bidder's Statement of Compliance			
NOTE:				
	All entries must be typewritten on your			
<u> </u>	company letterhead.			
	Price Validity shall be for a period of thirty (2.2) salar day decorated by the standard shall be for a period of thirty.			
(30) calendar ((30) calendar days.			

Attachments: LEGAL REQUIREMENT: a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Omnibus Sworn Statement (Annex "B") f. Company profile PROJECT TIMELINE/IMPLEMENTATION: The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables. PAYMENT TERMS AND SCHEDULE: Willing to provide services on a "send-bill" arrangement Based on the entire actual cost. Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns. Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, the delivery fee will be paid by the supplier. 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. 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 I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder	
Signature over Printed	
Name of Representative	
Date	