

## REQUEST FOR QUOTATION

May 8, 2024

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

**Quotation No.** 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	<p><b>SCOPE OF WORKS AND SERVICES:</b></p> <p><b>I. SITE VALIDATION</b></p> <table border="1"> <thead> <tr> <th>REQUIREMENTS</th> <th>PARTICULARS</th> <th>REMARKS</th> </tr> </thead> <tbody> <tr> <td>TWO (2) ROUND-TRIP AIRTICKETS (MNL-EL NIDO-MNL)</td> <td> <ul style="list-style-type: none"> <li><b>23MAY 2024, MNL-EL NIDO</b> T60112 05:10-06:40</li> <li><b>24MAY 2024, EL NIDO – MNL</b> T60147 17:25-18:55</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>a. All Economy Class</li> <li>b. With 20KG check-in baggage allowance per pax per way.</li> <li>c. Comprehensive Travel Insurance for TPB and DOT Representatives Refundable, Rebookable.</li> </ul> </td> </tr> <tr> <td>LAND TRANSPORTATION</td> <td> <ul style="list-style-type: none"> <li>Estimated routes: El-Nido-Taytay-Sibaltan-El Nido</li> <li>Whole 2-day rental of one (1) van (2019 model or newer)</li> <li>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.</li> <li>Maximum of 15 hours per day inclusive of overtime and drivers' fee.</li> <li>Preferably Commuter Van/Super Grandia/13-15 seater van</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>a. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>b. Daily disinfection of vehicles and always ensure cleanliness.</li> <li>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</li> <li>d. Drivers should have strong navigation skills, always in proper attire or uniform.</li> </ul> </td> </tr> </tbody> </table>	REQUIREMENTS	PARTICULARS	REMARKS	TWO (2) ROUND-TRIP AIRTICKETS (MNL-EL NIDO-MNL)	<ul style="list-style-type: none"> <li><b>23MAY 2024, MNL-EL NIDO</b> T60112 05:10-06:40</li> <li><b>24MAY 2024, EL NIDO – MNL</b> T60147 17:25-18:55</li> </ul>	<ul style="list-style-type: none"> <li>a. All Economy Class</li> <li>b. With 20KG check-in baggage allowance per pax per way.</li> <li>c. Comprehensive Travel Insurance for TPB and DOT Representatives Refundable, Rebookable.</li> </ul>	LAND TRANSPORTATION	<ul style="list-style-type: none"> <li>Estimated routes: El-Nido-Taytay-Sibaltan-El Nido</li> <li>Whole 2-day rental of one (1) van (2019 model or newer)</li> <li>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.</li> <li>Maximum of 15 hours per day inclusive of overtime and drivers' fee.</li> <li>Preferably Commuter Van/Super Grandia/13-15 seater van</li> </ul>	<ul style="list-style-type: none"> <li>a. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>b. Daily disinfection of vehicles and always ensure cleanliness.</li> <li>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</li> <li>d. Drivers should have strong navigation skills, always in proper attire or uniform.</li> </ul>		PhP700,000.00
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			<ul style="list-style-type: none"> <li>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.).</li> <li>f. 2 gallons of distilled mineral water stand-by in each vehicle</li> <li>g. Itinerary and van assignment to be provided by TPB.</li> </ul> <p>Project Name signage on the vehicle should be provided.</p>		
	<b>RENTAL OF PRIVATE SPEEDBOAT</b>	<ul style="list-style-type: none"> <li>• Rental of 1 private speedboat for 23-24 May 2024.</li> <li>• Estimated route: Sibaltan-Taytay-Sibaltan</li> <li>• Capacity: 10-20 pax</li> <li>• Inclusive of allowances and meals of the boat captain and crews</li> <li>• Inclusive of gas, fares, terminal fees, porter fees, environmental fees, and other miscellaneous expenses</li> </ul> <p>Maximum of 15 hours per day inclusive of overtime and captain and crews' fees.</p>	<ul style="list-style-type: none"> <li>a. Speedboats maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>b. Safety life vests should always be available and in best condition</li> <li>c. Emergency kits/tools available and in best condition (such as flashlights, whistle, etc)</li> <li>d. Daily disinfection of boats and always ensure cleanliness.</li> <li>e. Captain and crew should have strong navigation skills, always in proper attire or uniform.</li> <li>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.).</li> <li>g. 2 gallons of distilled mineral water stand-by in each boat per day</li> <li>h. Itinerary to be provided by TPB.</li> </ul> <p>Project Name signage on the vehicle should be provided.</p>		
	<b>HOTEL ACCOMODATION</b>	<ul style="list-style-type: none"> <li>• Location: Within the areas of Sibaltan or Taytay Island</li> <li>• 1 Standard/Deluxe Room or its equivalent, twin-sharing</li> </ul> <p><b>Check-in: 23 May 2024</b> <b>Check-out: 24 May</b></p>	<ul style="list-style-type: none"> <li>a. Able to allow early-check in on 23 May 2024 and late check-out on 24 May 2024</li> <li>b. Inclusive of breakfast</li> <li>c. Provision of hot and cold shower</li> <li>d. With mini ref with freezer</li> </ul>		

		<b>2024</b>	<p>e. Complimentary Wi-Fi access per room</p> <p>f. Complimentary drinking water, replenished daily</p> <p>g. In-room safe</p> <p>Preferably with mini kitchen and sink</p>
<b>MEALS</b>		Provision of meals (AM snacks, Breakfast, Lunch, PM snack, and dinner) for <b>2 TPB and 4 DOT/LGU/SPSF Personnel</b> from 23-24 May 2024.	<p>a. Menu and Restaurants are subject to the approval of TPB.</p> <p>Check with Hotel/Resort if they can accommodate the PM snacks for 06 and 07 June 2024.</p>
<b>MISCELLANEOUS EXPENSES</b>		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 <u>Php5,000.00</u>	

## II. ACTUAL CSR PROJECT IMPLEMENTATION

REQUIREMENTS	PARTICULARS	REMARKS
<b>FOURTEEN (14) ROUND-TRIP AIRTICKETS (MNL-EL NIDO-MNL)</b>	<ul style="list-style-type: none"> <li><b>05 JUNE 2024, MNL-EL NIDO</b> T60112 05:10-06:40</li> <li><b>07 JUNE 2024, EL NIDO - MNL</b> T60147 17:25-18:55</li> </ul>	<p>a. All Economy Class</p> <p>b. With 20KG check-in baggage allowance per pax per way.</p> <p>c. Comprehensive Travel Insurance for TPB and DOT Representatives Refundable, Rebookable.</p>
<b>LAND TRANSPORTATION</b>	<ul style="list-style-type: none"> <li>Estimated routes: El-Nido-Taytay-Sibaltan-El Nido</li> <li>Whole-day rental of two (2) van (2019 model or newer) on 05 and 07 June 2024</li> <li>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.</li> <li>Maximum of 15 hours per day inclusive of overtime and drivers' fee.</li> <li>Preferably Commuter Van/Super Grandia/13-15 seater van</li> </ul>	<p>a. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</p> <p>b. Daily disinfection of vehicles and always ensure cleanliness.</p> <p>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</p> <p>d. Drivers should have strong navigation</p>

			<p>skills, always in proper attire or uniform.</p> <p>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.).</p> <p>f. 2 gallons of distilled mineral water stand-by in each vehicle</p> <p>g. Itinerary and van assignment to be provided by TPB.</p> <p>Project Name signage on the vehicle should be provided.</p>		
	<b>RENTAL OF PRIVATE SPEEDBOAT</b>	<ul style="list-style-type: none"> <li>Rental of 2 private speedboats for 05-06 June 2024.</li> <li>Estimated route: Sibaltan-Taytay-Sibaltan areas</li> <li>Capacity: 10-20 pax</li> <li>Inclusive of allowances and meals of the boat captain and crews</li> <li>Inclusive of gas, fares, terminal fees, porter fees, environmental fees, and other miscellaneous expenses</li> </ul> <p>Maximum of 15 hours per day inclusive of overtime and captain and crews' fees.</p>	<p>a. Speedboats maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</p> <p>b. Safety life vests should always be available and in best condition</p> <p>c. Emergency kits/tools available and in best condition (such as flashlights, whistle, etc)</p> <p>d. Daily disinfection of boats and always ensure cleanliness.</p> <p>e. Captain and crew should have strong navigation skills, always in proper attire or uniform.</p> <p>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.).</p> <p>g. 2 gallons of distilled mineral water stand-by in each boat per day</p> <p>h. Itinerary to be provided by TPB.</p> <p>Project Name signage on the vehicle should be provided.</p>		
	<b>HOTEL ACCOMODATION</b>	<p>Total of 8 rooms per accommodation:</p> <p>❖ <b>Sibaltan or Taytay Area</b></p> <p>- <b>Two (2) Standard/Deluxe Room</b> or its equivalent, Single</p>	<p>❖ <b>Sibaltan or Taytay Area</b></p> <p>a. Able to allow early-check in on 05 June 2024 and late check-out on 06 June 2024.</p> <p>b. Inclusive of</p>		

		<p>Occupancy.  - <b>Four (4) Standard/Deluxe Room or its equivalent</b>, twin-sharing  - <b>Two (2) Standard/Deluxe Room or its equivalent</b>, triple-sharing</p> <p><b>Check-in: 05 June 2024</b>  <b>Check-out: 06 June 2024</b></p> <p>❖ <b>El Nido Proper</b></p> <p>-<b>Two (2) Standard/Deluxe Room</b> or its equivalent, Single Occupancy.  - <b>Four (4) Standard/Deluxe Room or its equivalent</b>, twin-sharing  - <b>Two (2) Standard/Deluxe Room or its equivalent</b>, triple-sharing</p> <p><b>Check-in: 06 June 2024</b>  <b>Check-out: 07 June 2024</b></p>	<p>breakfast</p> <p>c. Can allow breakfast buffet or serving as early as 5AM or packed breakfast to be provided to guests as early as 5AM</p> <p>d. Provision of hot and cold shower</p> <p>e. With mini ref with freezer</p> <p>f. Complimentary Wi-Fi access per room</p> <p>g. Complimentary drinking water replenished daily.</p> <p>h. In-room safe</p> <p>i. Preferably with mini kitchen and sink</p> <p>❖ <b>El Nido Proper</b></p> <p>a. Able to allow late check-in on 06 June 2024 (6PM onwards) and late check-out on 07 June 2024 (3PM)</p> <p>b. Inclusive of breakfast</p> <p>c. Can allow breakfast buffet or serving as early as 5AM or packed breakfast to be provided to guests as early as 5AM</p> <p>d. Provision of hot and cold shower</p> <p>e. With mini ref with freezer</p> <p>f. Complimentary Wi-Fi access per room</p> <p>g. Complimentary drinking water, replenished daily</p> <p>h. In-room safe</p> <p>Preferably with mini kitchen and sink</p>		
	<p>Provision of meals for <b>16 TPB and DOT Personnel</b> from 05-07 June 2024.</p> <ul style="list-style-type: none"> <li>• <b>05 June 2024</b>  -AM Snack  -Lunch  -Dinner</li> <li>• <b>06 June 2024</b>  -PM Snacks  -Dinner</li> </ul>	<p>b. Menu and Restaurants are subject to the approval of TPB.</p> <p>Check with Hotel/Resort if they can accommodate the PM snacks for 06 and 07 June 2024.</p>			

	<ul style="list-style-type: none"> <li>• <b>07 June 2024</b></li> <li>-AM Snacks</li> <li>-Lunch</li> <li>-PM Snacks</li> </ul>				
	<b>PHOTO AND VIDEO DOCUMENTATION</b>	<ul style="list-style-type: none"> <li>• Provision of 1 professional photographer/videographer to cover the CSR proper with the following output: <ul style="list-style-type: none"> <li>-200-250 color-enhanced photos</li> <li>-1-2 minutes event highlight videos (short version for pre-events)</li> <li>-Submission of raw videos and photos</li> </ul> </li> <li>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)</li> </ul>	Meals, Accommodation, and Transportation of Photographers / Videographers are c/o Tour Operator		
	<b>VOLUNTEERS KITS</b>	Provision of safety kits for volunteers to include the following items: <ul style="list-style-type: none"> <li>- 1 Dry bag</li> <li>- 1 50ml Insect repellent</li> <li>- 1 50g of Sunscreen (Reef-safe)</li> <li>- 1 pack of organic wipes</li> <li>- 1 pack of facial tissue</li> <li>- 1 personal handheld flashlight</li> <li>- 1 pack of mints</li> <li>1 50ml. 70% isopropyl alcohol spray in a bottle</li> </ul>	To be delivered on or before 20 May 2024		
	<b>MANAGEMENT FEE FOR THE TOUR OPERATOR</b>	<ul style="list-style-type: none"> <li>• Organize a half-day El Nido Tour for 16 pax on 07 June 2024, inclusive of all fees and expenses.</li> <li>• Provision of two (2) tour coordinator/tour guide to co-lead the implementation of the project</li> <li>• Close coordination with DOT-Region IV-B MIMAROPA, Save Palawan Seas Foundation, LGU and beneficiaries</li> <li>• To ensure special requests such as late check-in/check-out and packed breakfast or pm snacks, etc. are arranged with hotel/restaurant</li> <li>• To ensure that itinerary is followed and on-time</li> <li>• Inclusive of payment for entrance fees and environmental fees (if applicable)</li> </ul>	<ol style="list-style-type: none"> <li>Preferably based and familiar in El Nido or Taytay Palawan</li> <li>Tour Coordinator must have at least three (3) years relevant experience.</li> <li>Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid.</li> </ol> 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.		
	<b>MISCELLANEOUS EXPENSES</b>	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 Php25,000			
<p>*Indicative/Tentative Dates only  *Itinerary is subject to change without prior notice.  NO. OF PARTICIPANTS:  Organizers  14 TPB Personnel</p>					

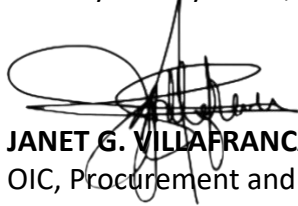
	-2 DOT Region II Officers/LGU Personnel		
	<p><b>ATTACHMENTS</b></p> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Preferably based in El Nido or Taytay Palawan</li> <li>• Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>• Tour activities and/or schedules/dates may still be changed based on recommendations of the DOT Regional Office and the organizers</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> <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>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. Notarized Omnibus Sworn Statement (<b>Annex “B”</b>)</li> <li>f. Company profile (<b>New Supplier</b>)</li> </ol>		
	<p><b>PROJECT TIMELINE/IMPLEMENTATION:</b></p> <p>The contract shall commence from the date of the receipt of Notice to Proceed.</p>		
	<p><b>PAYMENT TERMS AND SCHEDULE:</b></p> <p>Willing to provide services on a “send-bill” arrangement based on the entire actual cost.</p> <p>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.</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>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.</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>		
ABC	<p>Approved Budget for Contract (ABC) is PhP700,000.00 inclusive of all applicable taxes</p>		

Please submit your quotation and legal documents thru email at [mike\\_solo@tpb.gov.ph](mailto: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 **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



**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 Tour Operator for Implementation of the Corporate Social Responsibility (CSR) Program in Palawan	Total Quantity	Bidder's Statement of Compliance									
A.	<b>Scope of Work and Deliverables:</b>	1 Lot										
<b>I. SITE VALIDATION</b>												
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REQUIREMENTS	PARTICULARS	REMARKS										
TWO (2) ROUND-TRIP AIRTICKETS (MNL-EL NIDO-MNL)	<ul style="list-style-type: none"> <li>• <b>23MAY 2024, MNL-EL NIDO</b> T60112 05:10-06:40</li> <li>• <b>24MAY 2024, EL NIDO – MNL</b> T60147 17:25-18:55</li> </ul>	<ul style="list-style-type: none"> <li>d. All Economy Class</li> <li>e. With 20KG check-in baggage allowance per pax per way.</li> <li>f. Comprehensive Travel Insurance for TPB and DOT Representatives Refundable, Rebookable.</li> </ul>										
LAND TRANSPORTATION	<ul style="list-style-type: none"> <li>• Estimated routes: El-Nido-Taytay-Sibaltan-El Nido</li> <li>• Whole 2-day rental of one (1) van (2019 model or newer)</li> <li>• 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.</li> <li>• Maximum of 15 hours per day inclusive of overtime and drivers' fee.</li> <li>• Preferably Commuter Van/Super Grandia/13-15 seater van</li> </ul>	<ul style="list-style-type: none"> <li>h. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>i. Daily disinfection of vehicles and always ensure cleanliness.</li> <li>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</li> </ul>										

			<ul style="list-style-type: none"> <li>k. mints</li> <li>k. Drivers should have strong navigation skills, always in proper attire or uniform.</li> <li>l. 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.).</li> <li>m. 2 gallons of distilled mineral water stand-by in each vehicle</li> <li>n. Itinerary and van assignment to be provided by TPB.</li> </ul> <p>Project Name signage on the vehicle should be provided.</p>		
	<b>RENTAL OF PRIVATE SPEEDBOAT</b>	<ul style="list-style-type: none"> <li>• Rental of 1 private speedboat for 23-24 May 2024.</li> <li>• Estimated route: Sibaltan-Taytay-Sibaltan</li> <li>• Capacity: 10-20 pax</li> <li>• Inclusive of allowances and meals of the boat captain and crews</li> <li>• Inclusive of gas, fares, terminal fees, porter fees, environmental fees, and other miscellaneous expenses</li> <li>Maximum of 15 hours per day inclusive of overtime and captain and crews' fees.</li> </ul>	<ul style="list-style-type: none"> <li>i. Speedboats maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>j. Safety life vests should always be available and in best condition</li> <li>k. Emergency kits/tools available and in best condition (such as flashlights, whistle, etc)</li> <li>l. Daily disinfection of boats and always ensure cleanliness.</li> <li>m. Captain and crew should have strong navigation skills, always in proper attire or uniform.</li> </ul>		

			<p>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.).</p> <p>o. 2 gallons of distilled mineral water stand-by in each boat per day</p> <p>p. Itinerary to be provided by TPB.</p> <p>Project Name signage on the vehicle should be provided.</p>		
<b>HOTEL ACCOMODATION</b>	<ul style="list-style-type: none"> <li>Location: Within the areas of Sibaltan or Taytay Island</li> <li>1 Standard/Deluxe Room or its equivalent, twin-sharing</li> </ul> <p><b>Check-in: 23 May 2024</b> <b>Check-out: 24 May 2024</b></p>	<p>h. Able to allow early-check in on 23 May 2024 and late check-out on 24 May 2024</p> <p>i. Inclusive of breakfast</p> <p>j. Provision of hot and cold shower</p> <p>k. With mini ref with freezer</p> <p>l. Complimentary Wi-Fi access per room</p> <p>m. Complimentary drinking water, replenished daily</p> <p>n. In-room safe</p> <p>Preferably with mini kitchen and sink</p>			
<b>MEALS</b>	Provision of meals (AM snacks, Breakfast, Lunch, PM snack, and dinner) for <b>2 TPB and 4 DOT/LGU/SPSF Personnel</b> from 23-24 May 2024.	<p>c. Menu and Restaurants are subject to the approval of TPB.</p> <p>Check with Hotel/Resort if they can accommodate the PM snacks for 06 and 07 June 2024.</p>			
<b>MISCELLANEOUS EXPENSES</b>	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 <u>Php5,000.00</u>				
<b>II. ACTUAL CSR PROJECT IMPLEMENTATION</b>					
<b>REQUIREMENTS</b>	<b>PARTICULARS</b>	<b>REMARKS</b>			

	<p><b>FOURTEEN (14) ROUND-TRIP AIRTICKETS (MNL-EL NIDO-MNL)</b></p>	<ul style="list-style-type: none"> <li>• <b>05 JUNE 2024, MNL-EL NIDO</b> T60112 05:10-06:40</li> <li>• <b>07 JUNE 2024, EL NIDO - MNL</b> T60147 17:25-18:55</li> </ul>	<p>d. All Economy Class</p> <p>e. With 20KG check-in baggage allowance per pax per way.</p> <p>f. Comprehensive Travel Insurance for TPB and DOT Representatives Refundable, Rebookable.</p>		
	<p><b>LAND TRANSPORTATION</b></p>	<ul style="list-style-type: none"> <li>• Estimated routes: El-Nido-Taytay-Sibaltan-El Nido</li> <li>• Whole-day rental of two (2) van (2019 model or newer) on 05 and 07 June 2024</li> <li>• 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.</li> <li>• Maximum of 15 hours per day inclusive of overtime and drivers' fee.</li> <li>• Preferably Commuter Van/Super Grandia/13-15 seater van</li> </ul>	<p>h. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</p> <p>i. Daily disinfection of vehicles and always ensure cleanliness.</p> <p>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</p> <p>k. Drivers should have strong navigation skills, always in proper attire or uniform.</p> <p>l. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach,</p>		

			<p>headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.).</p> <p>m. 2 gallons of distilled mineral water stand-by in each vehicle</p> <p>n. Itinerary and van assignment to be provided by TPB.</p> <p>Project Name signage on the vehicle should be provided.</p>		
	<b>RENTAL OF PRIVATE SPEEDBOAT</b>	<ul style="list-style-type: none"> <li>Rental of 2 private speedboats for 05-06 June 2024.</li> <li>Estimated route: Sibaltan-Taytay-Sibaltan areas</li> <li>Capacity: 10-20 pax</li> <li>Inclusive of allowances and meals of the boat captain and crews</li> <li>Inclusive of gas, fares, terminal fees, porter fees, environmental fees, and other miscellaneous expenses</li> </ul> <p>Maximum of 15 hours per day inclusive of overtime and captain and crews' fees.</p>	<p>i. Speedboats maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</p> <p>j. Safety life vests should always be available and in best condition</p> <p>k. Emergency kits/tools available and in best condition (such as flashlights, whistle, etc)</p> <p>l. Daily disinfection of boats and always ensure cleanliness.</p> <p>m. Captain and crew should have strong navigation skills, always in proper attire or uniform.</p> <p>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.).</p> <p>o. 2 gallons of distilled mineral water stand-by in each boat per day</p> <p>p. Itinerary to be provided by TPB.</p> <p>Project Name signage on the vehicle should be provided.</p>		

	<p><b>HOTEL ACCOMODATION</b></p>	<p>Total of 8 rooms per accommodation:</p> <p>❖ <b>Sibaltan or Taytay Area</b></p> <p>- <b>Two (2) Standard/Deluxe Room</b> or its equivalent, Single Occupancy.</p> <p>- <b>Four (4) Standard/Deluxe Room</b> or its equivalent, twin-sharing</p> <p>- <b>Two (2) Standard/Deluxe Room</b> or its equivalent, triple-sharing</p> <p><b>Check-in: 05 June 2024</b> <b>Check-out: 06 June 2024</b></p> <p>❖ <b>El Nido Proper</b></p> <p>-<b>Two (2) Standard/Deluxe Room</b> or its equivalent, Single Occupancy.</p> <p>- <b>Four (4) Standard/Deluxe Room</b> or its equivalent, twin-sharing</p> <p>- <b>Two (2) Standard/Deluxe Room</b> or its equivalent, triple-sharing</p> <p><b>Check-in: 06 June 2024</b> <b>Check-out: 07 June 2024</b></p>	<p>❖ <b>Sibaltan or Taytay Area</b></p> <p>j. Able to allow early-check in on 05 June 2024 and late check-out on 06 June 2024.</p> <p>k. Inclusive of breakfast</p> <p>l. Can allow breakfast buffet or serving as early as 5AM or packed breakfast to be provided to guests as early as 5AM</p> <p>m. Provision of hot and cold shower</p> <p>n. With mini ref with freezer</p> <p>o. Complimentary Wi-Fi access per room</p> <p>p. Complimentary drinking water replenished daily.</p> <p>q. In-room safe</p> <p>r. Preferably with mini kitchen and sink</p> <p>• El Nido Proper</p> <p>i. Able to allow late check-in on 06 June 2024 (6PM onwards) and late check-out on 07 June 2024 (3PM)</p> <p>j. Inclusive of breakfast</p> <p>k. Can allow breakfast buffet or serving as early as 5AM or packed breakfast to be provided to guests as early as 5AM</p> <p>l. Provision of hot and cold shower</p> <p>m. With mini ref with freezer</p> <p>n. Complimentary Wi-Fi access per room</p> <p>o. Complimentary drinking water, replenished daily</p> <p>p. In-room safe</p> <p>Preferably with mini kitchen and sink</p>		
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<p>Provision of meals for <b>16 TPB and DOT Personnel</b> from 05-07 June 2024.</p> <ul style="list-style-type: none"> <li>• <b>05 June 2024</b> -AM Snack -Lunch -Dinner</li> <li>• <b>06 June 2024</b> -PM Snacks -Dinner</li> <li>• <b>07 June 2024</b> -AM Snacks -Lunch -PM Snacks</li> </ul>	<p>d. Menu and Restaurants are subject to the approval of TPB.</p> <p>Check with Hotel/Resort if they can accommodate the PM snacks for 06 and 07 June 2024.</p>			
<p><b>PHOTO AND VIDEO DOCUMENTATION</b></p>	<ul style="list-style-type: none"> <li>• 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) -Submission of raw videos and photos</li> </ul> <p>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)</p>	<p>Meals, Accommodation, and Transportation of Photographers / Videographers are c/o Tour Operator</p>		
<p><b>VOLUNTEERS KITS</b></p>	<p>Provision of safety kits for volunteers to include the following items:</p> <ul style="list-style-type: none"> <li>- 1 Dry bag</li> <li>- 1 50ml Insect repellent</li> <li>- 1 50g of Sunscreen (Reef-safe)</li> <li>- 1 pack of organic wipes</li> <li>- 1 pack of facial tissue</li> <li>- 1 personal handheld flashlight</li> <li>- 1 pack of mints</li> <li>- 1 50ml. 70% isopropyl alcohol spray in a bottle</li> </ul>	<p>To be delivered on or before 20 May 2024</p>		

<p><b>MANAGEMENT FEE FOR THE TOUR OPERATOR</b></p>	<ul style="list-style-type: none"> <li>Organize a half-day El Nido Tour for 16 pax on 07 June 2024, inclusive of all fees and expenses.</li> <li>Provision of two (2) tour coordinator/tour guide to co-lead the implementation of the project</li> <li>Close coordination with DOT-Region IV-B MIMAROPA, Save Palawan Seas Foundation, LGU and beneficiaries</li> <li>To ensure special requests such as late check-in/check-out and packed breakfast or pm snacks, etc. are arranged with hotel/restaurant</li> <li>To ensure that itinerary is followed and on-time</li> <li>Inclusive of payment for entrance fees and environmental fees (if applicable)</li> </ul>	<p>d. Preferably based and familiar in El Nido or Taytay Palawan</p> <p>e. Tour Coordinator must have at least three (3) years relevant experience.</p> <p>f. Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid.</p> <p>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.</p>			
<p><b>MISCELLANEOUS EXPENSES</b></p>	<p>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 Php25,000</p>				
<p>*Indicative/Tentative Dates only          *Itinerary is subject to change without prior notice.  <b>NO. OF PARTICIPANTS:</b>          Organizers          14 TPB Personnel          -2 DOT Region II Officers/LGU Personnel</p>					
<p><b><u>Attachments:</u></b>  <b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Preferably based in El Nido or Taytay Palawan</li> <li>Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>Tour activities and/or schedules/dates may still be changed based on recommendations of the DOT Regional Office and the organizers</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> <li>Price Validity shall be for a period of thirty (30) calendar days.</li> </ul>					



	<p><b>Attachments:</b></p> <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>)</li> <li>f. Company profile</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>Willing to provide services on a “send-bill” arrangement Based on the entire actual cost.</p> <p>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.</p> <p>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.</p> <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.</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>		

I hereby certify to Comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed  
Name of Representative

\_\_\_\_\_  
Date