

14 May 2024

REQUEST FOR QUOTATION (RFQ)

The **TOURISM PROMOTIONS BOARD** invites you to submit a quotation for the item/s listed below:

RFQ No. **TPB-PR 2024.05.124**

Requirement: Tour Operator Services for the Implementation of the Philippine Tour Guide Conference Familiarization Tour in Tacloban City

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Participants: Philippine Tour Guides No. of Participants: 200 pax Minimum Guaranteed: 150 pax Date: 04 – 09 June 2024 Venue: Tacloban City</p> <p>SCOPE OF SERVICES/DELIVERABLES</p> <ol style="list-style-type: none"> 1. Transportation for the pre-tour activity 2. Conference Kit for 200 pax 3. Tour activities for VIPs/Resource Speaker 4. Tour activities for the delegates with cultural and musical entertainment 5. Provision of Meals during the caravan for 20pax 6. First aid kit on board the tour vehicle 7. Provision of stand-by paramedics on site 8. Provision of one (1) professional photographer and one (1) professional videographer 9. Four (4) DOT-accredited local or regional tour guide 10. Honorarium for the resource speakers 11. Miscellaneous expenses <p>TECHNICAL DOCUMENTS</p> <ol style="list-style-type: none"> 1. DOT Accreditation Certificate 2. List of similar projects handled for the last three (3) years 3. SEC/DTI/CDA Certificate, whichever is applicable 	1,000,000.00	1,000,000.00

	<p>LEGAL DOCUMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Income Tax Return Certificate 3. Mayor's Permit 4. Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Annex A_Terms of Reference 2. Annex B_Itinerary 3. Omnibus Sworn Statement 4. Annex C_Statement of Compliance <p>Note:</p> <ul style="list-style-type: none"> ▪ All entries must be typewritten in your company letterhead. ▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms of Payment	As stated in the Technical Specifications		
Delivery	As stated in the Technical Specifications		
ABC	PhP1,000,000.00, inclusive of applicable taxes		

Please submit the **quotation, duly signed by the authorized representative** together with the **technical and legal documents** enumerated above in a **sealed envelope** to the address below not later than **21 March 2024, until 5:00pm:**

BAC Secretariat
Procurement and General Services Division
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Boulevard 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 Details: janet_villafranca@tpb.gov.ph / 85259318 loc. 270