

REQUEST FOR QUOTATION (RFQ)

14 June 2024

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

Proposal No. TPB-PR.2024.06.158

PR No. 5.030

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE MICECON 2024
SITE INSPECTIONS, PRE-CONFERENCE TECHNICAL AND COORDINATION
MEETINGS**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF SERVICES Number of participants: 36 pax (12pax per trip) Minimum pax guarantee: 10 pax per trip</p> <p>LAND TRANSPORTATION Two (2) vans (2018 model or newer) with driver (inclusive of gas, parking fees, toll fees, environmental fees, and overtime fees) for transfers from Manila to Clark and vice versa, and all transfers related to the Site Inspection and Technical/Coordination Meeting for MICECON 2024</p> <p>Pick up: Legaspi Towers 300 Drop-off: Clark Visitor Center; or in other meeting venue in Clark 36 pax (12 pax per trip)</p> <p>FOOD AND BEVERAGE Two (2) incentivized luncheons with ambient entertainment per trip amounting to PhP1,500.00 per pax (36 pax (12 pax per trip))</p> <p>Provision of two (2) AM and two (2) PM snacks amounting to PhP150 per pax/meal. (36 pax (12 pax per trip))</p>	PhP903,000.00	PhP903,000.00

	<p>One (1) incentivized dinner with ambient entertainment per trip amounting to PhP1,500.00 per pax (36 pax (12 pax per trip))</p> <p>ACCOMMODATION</p> <p>-Room Accommodation in a 3-star hotel or higher (if available) per trip</p> <p>-Six (6) rooms in the deluxe category (if applicable/available) or its equivalent for two (2) nights based on double occupancy with breakfast per trip. (36 pax (12 pax per trip))</p> <p>OTHER REQUIREMENTS</p> <p>First Aid Kit on board the vehicles with basic medicines:</p> <ul style="list-style-type: none"> • antacid for upset stomach, headache • antihistamine for allergies, diarrhea, motion sickness, fever • pain reliever • povidone-iodine • band-aids • gauze pads • surgical tape • scissors <p>(first aid kit to be given to the TPB coordinator after the event: 36 pax (12 pax per trip))</p> <p>Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP20,000.00. (36 pax (12 pax per trip))</p> <p>One (1) coordinator to join per trip for facilitation of requirements. (36 pax (12 pax per trip))</p> <ul style="list-style-type: none"> •Assistance in preparing/ securing entry documents, as necessary. 		
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<p>•Must respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.</p> <p>•Tour activities and/or schedules/dates may still be changed based on recommendations from the Tourism Promotions Board.</p> <p>PROJECT IMPLEMENTATION SCHEDULE</p> <p><i>Indicative Dates:</i></p> <p>1st Trip – 28-29 June 2024 2nd Trip – 2-3 July 2024 3rd Trip – 5-6 July 2024</p> <p><u>NOTE: Attached is the Statement of Compliance with the Technical Specifications for complete details of the requirement.</u></p> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. List of at least five (5) completed tours/projects. <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 2. Statement of Compliance <p>Note:</p> <ol style="list-style-type: none"> 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. 		
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Terms	30 days upon receipt of the invoice.		
ABC	Approved Budget for the Contract (ABC) is PhP903,000.00 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 **19 June 2024 on or before 1700H**, duly signed by your representative and deliver to the Procurement and General Services Division, Administrative Department, 6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City.

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

(MISS) GENESIS WEIYN B. LEE

Quotation No. TPB-PR.2024.06.158

PR No. 6.007