

REQUEST FOR QUOTATION

July 11, 2024

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

RFQ Number: TPB-PR.2024-07.184

PR Number: 2024.07.124

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR DIVE7 NEGROS ORIENTAL | 25-30 JULY 2024

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p>SCOPE OF WORKS AND DELIVERABLES: Services of a Tour Operator for DIVE7 Negros Oriental 25-30 July 2024</p> <p>TECHNICAL REQUIREMENTS:</p> <p><u>Airline Tickets</u></p> <ul style="list-style-type: none"> • Preferably Philippine Airlines • Roundtrip domestic air tickets for 4 pax • Route: MNL-DGT-MNL <ul style="list-style-type: none"> - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund <p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Room accommodation for 4 pax at Business category (if applicable/available) or its equivalent for three (3) days and two (2) nights, with breakfast. (2 Single Room and 1 Twin-sharing Room) <p><u>Land Transportation</u></p> <ul style="list-style-type: none"> • One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees) in Negros Oriental <p><i>Itinerary:</i> Day1: Airport (DGT) to event venue Day2: Negros Oriental and environs Day3: to Airport (DGT) <i>*Subject to change without prior notice</i></p>		PhP180,000.00

	<p><u>Meals</u></p> <ul style="list-style-type: none"> • Provision of AM, PM Snacks, Lunch and Dinner for 3 days for 4 pax amounting to PhP 1,500.00 per day per person <p><u>Onsite-related expense</u></p> <ul style="list-style-type: none"> • Provision of onsite-related expenses not more that PhP 10,000.00 for coordination meetings, load card for TPB personnel at PhP 300/head, porter fees, transportation to/from MNL airport and other miscellaneous expenses. 		
	<p><u>ATTACHMENTS:</u></p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</p> <ul style="list-style-type: none"> • Assistance in preparing/ securing entry documents, as necessary. • Willingness to respond to immediate/unforeseen changes in specifications. • Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense. • Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols. • Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT 		


	<p>Regional Office involved.</p> <ul style="list-style-type: none"> • Must be Filipino owned, operated, and legally registered tour services company under Philippine laws; • Must show proof that the bidder had handled three (3) or more tours for the past three (3) years from the date of the opening of bids. • Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2021 – 2023; • Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; and • Technical Specification (Annex “A”) Bidder’s Statement of Compliance <p>NOTE:</p> <ul style="list-style-type: none"> • All entries must be typewritten on your company letterhead. • Price Validity shall be for a period of thirty (30) calendar days. 		
	<p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> 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 (For New Supplier) 		
	<p><u>PROJECT TIMELINE/IMPLEMENTATION:</u></p> <ul style="list-style-type: none"> • DIVE7 Negros Oriental Negros Oriental 25-30 July 2024 (INDICATIVE DATES) • One-time engagement and shall commence from the acceptance of Notice to Proceed (NTP). 		

	<p>PAYMENT TERMS AND SCHEDULE: 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: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board Philippines 6th Floor, 5-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City</p>		
ABC	Approved Budget for Contract (ABC) is PhP180,000.00 inclusive of all applicable taxes		

Please submit your quotation together with the legal documents enumerated above to the email address mike_solo@tpb.gov.ph not later than 22 July 2024 on or before 1200H, duly signed by your representative and deliver the hard copy to the Procurement and General Services Division, Administrative Department, 6th Floor, 5-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City.

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,


ROSILLE D. ROMERO 12 July 2024
 AH, Procurement and General Services Division
 Administrative Department

Contact Person **MIKE ANTHONY SOLO**
 Contact No. 09064874622

<u>TECHNICAL SPECIFICATION</u>			
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 DIVE7 Negros Oriental 25-30 July 2024	Total Quantity	Bidder's Statement of Compliance
	Scope of Work and Deliverables:	1 Lot	
	<p>TECHNICAL REQUIREMENTS:</p> <p><u>Airline Tickets</u></p> <ul style="list-style-type: none"> • Preferably Philippine Airlines • Roundtrip domestic air tickets for 4 pax • Route: MNL-DGT-MNL <ul style="list-style-type: none"> - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund <p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Room accommodation for 4 pax at Business category (if applicable/available) or its equivalent for three (3) days and two (2) nights, with breakfast. (2 Single Room and 1 Twin-sharing Room) <p><u>Land Transportation</u></p> <ul style="list-style-type: none"> • One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees) in Negros Oriental <p style="text-align: center;"><i>Itinerary:</i> <i>Day1: Airport (DGT) to event venue</i> <i>Day2: Negros Oriental and environs</i> <i>Day3: to Airport (DGT)</i> <i>*Subject to change without prior notice</i></p> <p><u>Meals</u></p> <ul style="list-style-type: none"> • Provision of AM, PM Snacks, Lunch and Dinner for 3 days for 4 pax amounting to PhP 1,500.00 per day per person <p><u>Onsite-related expense</u></p> <ul style="list-style-type: none"> • Provision of onsite-related expenses not more that PhP 10,000.00 for coordination meetings, load card for TPB personnel at PhP 300/head, porter fees, transportation to/ from MNL airport and other miscellaneous expenses. 		

	<p><u>Attachments:</u> ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • Assistance in preparing/ securing entry documents, as necessary. • Willingness to respond to immediate/unforeseen changes in specifications. • Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense. • Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols. • Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved. • Must be Filipino owned, operated, and legally registered tour services company under Philippine laws; • Must show proof that the bidder had handled three (3) or more tours for the past three (3) years from the date of the opening of bids. • Must have previously completed a minimum of 3 projects for the past 3 years’ in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2021 – 2023; 		
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	6th Floor, 5-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City		
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I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed
Name of Representative
Date: _____