

REQUEST FOR QUOTATION (RFQ)

08 July 2024

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

Proposal No. TPB-PR.2024.07.181

PR No. 7.016

REQUIREMENTS: SERVICE PROVIDER FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2024 INTERPRETERS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF WORK / SERVICES</p> <p>TPB requires the services of a DOT-Accredited travel and tour agency/operator that would be able to provide interpreters for the components of the event including the two (2)-day travel exchange, who can speak:</p> <p>Note: Must submit a DOT-Accreditation Certificate if the provider is a travel and tour agency/operator.</p> <p>LANGUAGE: NUMBER OF INTERPRETERS (pax) Japanese: 4 Korean: 4 Chinese (Mandarin): 8 TOTAL: 16</p> <p>PROJECT IMPLEMENTATION SCHEDULE 04-05 September 2024 (TRAVEX) Venue of Event: Within Metro Manila</p> <p>CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	PhP308,000.00	PhP308,000.00

	<p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. Curriculum Vitae (CV) of Interpreters <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>Attachment:</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. 		
Terms	30 days upon receipt of the invoice.		
ABC	Approved Budget for the Contract (ABC) is PhP308,000.00 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 **12 July 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.2024.07.181
PR No. 7.016