

29 July 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 2024.07.197**

Requirements: Service Provider for the Logistical Requirements of the Visayas Confederation of Big Bike Club Philippines – Philippine Motorcycle Tourism

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Logistical Requirements and Date : 5-8 September 2024</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Air tickets(Manila-Iloilo-Manila) 5-8 Sept / 2 pax 20K baggage allowance/pax/way rebookable/refundable/reroutable 2. Accommodation (4D/3N) 2-3 Star Hotel Standard or Deluxe Room Submit: DOT-accreditation 3. Lunch and Dinner for 2 Pax for 4 Days Budget:PhP1,500.00/pax/meal 4. Coordination Meeting Budget: PhP7,000.00 5. Land Transportation (Guimaras and Iloilo) One (1) Van / At least 2018 model Maximum use of 18hrs per day 6. Ferry Transfers for 2 Pax Iloilo-Guimaras-Iloilo Economy Class 7. Snacks for 350 participants @PhP350.00/pax Submit: menu proposal for heavy snacks within 5CD from receipt of Notice to Proceed 8. Honorarium for speakers for 2 days 	300,000.00	300,000.00

	Budget: Php30,000.00		
	<p>Legal Documents</p> <ul style="list-style-type: none"> ▪ PhilGEPS Registration Certificate ▪ BIR Certificate of Registration ▪ Mayor’s Permit ▪ Omnibus Sworn Statement <p>Eligibility Requirements</p> <ul style="list-style-type: none"> ▪ DOT Accreditation as Tour Operator ▪ Company Profile ▪ List of tours handled for the last three (3) years <p>Attachments:</p> <ol style="list-style-type: none"> 1. Annex A_Technical Specification 2. Annex B_Itinerary 3. Revised Omnibus Sworn Statement 		
	<p>Notes:</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	As stated		
Delivery	As stated		
ABC	Php300,000.00, inclusive of applicable taxes		

Please submit your **quotation** together with the **legal and eligibility documents** enumerated above to email address **bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph** not later than **07 August 2024, until 5:00 PM.**

The submission of the quotation and other documents shall be in one (1) compressed file folder. For easy identification of email, the subject shall be in this format: **PMT_Guimaras <Company Name>**.

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.

(Sgd.)
ROSELLE D. ROMERO
Acting Head
Procurement and General Services Division
Administrative Department