

August 1, 2024

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

Quotation No. TPB-PR. 2024-08-203

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TPB'S PARTICIPATION IN THE 35TH PHILIPPINE TRAVEL MART (PTM)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount													
1 LOT	<p>SCOPE OF WORK/ SERVICES</p> <p>A. <u>Accommodation</u></p> <ul style="list-style-type: none"> Provide hotel accommodation (<i>3 triple-sharing and 1 twin-sharing</i>) inclusive of <i>daily breakfast</i> on the following dates: <table border="1" data-bbox="331 1048 869 1803"> <thead> <tr> <th></th> <th>Hotel must be located</th> <th>Number of Rooms (<i>3 Triple-Sharing and 1 Twin-Sharing per Day</i>)</th> </tr> </thead> <tbody> <tr> <td>Dates</td> <td rowspan="3">Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i></td> <td></td> </tr> <tr> <td>Check-in: 05 September 2024</td> <td>4</td> </tr> <tr> <td>06 September 2024</td> <td>4</td> </tr> <tr> <td>07 September 2024</td> <td></td> <td>4</td> </tr> </tbody> </table>		Hotel must be located	Number of Rooms (<i>3 Triple-Sharing and 1 Twin-Sharing per Day</i>)	Dates	Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i>		Check-in: 05 September 2024	4	06 September 2024	4	07 September 2024		4	PhP400,000.00	PhP400,000.00
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Dates	Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i>															
Check-in: 05 September 2024		4														
06 September 2024		4														
07 September 2024		4														

08 September 2024		4
09 September 2024		Check- out
Total Room Nights		16

- Dates are subject to change.
- Accommodation establishment must be accredited by the Department of Tourism
- Total cost of accommodation should be based on actual room expenses.
- Secured sponsorships or discounted rates should be deducted from the total expense.
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.

B. Land Transportation

Date	Route	Number of Units
05 September 2024	TPB office – SMX and vice versa; within Metro Manila, as necessary *May include residential	1
06 September 2024		
07 September 2024		
08 September 2024		

09 September 2024	pick up and drop off of TPB personnel within Metro Manila	<ul style="list-style-type: none"> • Dates are subject to change. • Van unit year model must be at least 2019 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one hour. Minimum engine displacement at least 2.5 to 3.5L. • Maximum use of 18 hours per day inclusive of overtime and driver's fee and overtime. • Includes third-party liability insurance. • Cover all expenses to include driver's fee as well as his food, accommodation, and other miscellaneous fees. • With daily provision of wet tissues, alcohol, mineral water, mint. • Vehicle must be clean and disinfected daily • First Aid kit and umbrella on board. • Equipped with GPS or Waze. • Driver should have strong navigation skills, uniformed, presentable and well-trained. • Itinerary to be sent (subject to change without prior notice). 	
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	<p>C. <u>Catering Services</u></p> <ul style="list-style-type: none"> • Provide Catering Services for 30 persons (lunch and PM snacks) during the opening of the event (06 September 2024). • For lunch: to include one (1) vegetable dish, two (3) meat dishes (chicken/pork,/beef/vegetables), soup, rice, dessert and beverage (soft drinks/juice) packed in a decent biodegradable/ reusable bento box • For PM snacks: must be savory snacks ex. pasta, sandwich with beverage (soft drinks/juice) packed in a decent biodegradable/ reusable bento box • Free flowing coffee, tea, and water (hot and cold) throughout the opening day. • Complete dining set-up. • Able to provide microwave, table and chairs with linen cover. • Uniformed staff. • Should be SMX-accredited caterer. • Meals to be selected and approved by the TPB. <p>D. Full-board Meals</p> <ul style="list-style-type: none"> • Provide dinner for 15 persons on 06 September 2024. • Provide full-board meals (AM Snacks, Lunch, PM Snacks, Dinner) for 15 persons for 2 days (07 and 08 September 2024). <p>E. Communications Allowance</p> <ul style="list-style-type: none"> • Provide prepaid load for use of the TPB staff within the duration of the event at a maximum aggregated cost of PHP3,000.00 		
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F. Printing/Production of TPB Pull-up banners

Quantity : 3 pcs
Size : 2.76ft width x 6.5ft height
Color Requirement : Full color prints
Material Composition : Aluminum with pull-up mechanism
Tarpaulin Material : 12 oz
Printing Process : Digital
Packaging : Individually packed in a cylinder bag with strap/carrier bag
Other requirements : Should have sturdy base and clip rail with 2 twist-out pole for assembly
Print turnaround : On or before 04 September 2024. Final artwork to be submitted by the TPB.

G. Documentation

- Provide a documentation team to cover the duration of the event, to include photo and video coverage for 3 days with the following schedule:

Date	Schedule
06 September 2024	8AM – 2PM To cover the event's opening program, TPB and DOT booth
07 September 2024	2PM – 6PM To cover TPB booth and onstage activities
08 September 2024	2PM – 7PM To cover TPB booth and

onstage activities,
and event closing

- The documentation team should have the following output:
 - ✓ 100 color-enhanced photos per day
 - ✓ 1-1.5 minutes of event highlight video of the 3-day event
 - ✓ Submission of raw videos and photos; Must be submitted in a hard drive
- The documentation team should be composed of 1 videographer and 1 photographer

H. Collaterals

- Provide 110 pieces of LTP-personalized bucket hat for prizes to be given away during games and activation activities in the event. Final artwork to be submitted by the TPB.

I. Onsite-related Purchases

- Provide a maximum aggregate amount of PHP42,000.00 for expenses for pre/during/post-event meetings of TPB personnel to be deployed in PTM, meetings with LGUs/DOT regions and other stakeholders, meals of the team during the ingress, onsite supplies, featured delicacies for sampling/tasting for the general public and booth VIP lounge area and other miscellaneous expenses.

ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- 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 2021-2024.
- Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate.

PROJECT IMPLEMENTATION SCHEDULE

35th Philippine Travel Mart (PTM)
05 – 09 September 2023 (*indicative date*)

APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **FOUR HUNDRED THOUSAND PESOS ONLY (PHP400,000.00)** inclusive of applicable taxes and fees.

TERMS OF PAYMENT

Send bill arrangement to the TPB after the full completion of requirements. One- time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.

Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.

	<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> <p>TECHNICAL AND LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Accomplished Statement of Compliance to the Technical Specifications 2. Mayor's / Business Permit 3. PhilGEPS Registration Certificate 4. Income / Business Tax Return 5. Notarized Omnibus Sworn Statement 6. Company Profile 7. SEC / DTI Certificate <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. <p>Attachment: Technical Specification Omnibus Sworn Statement Form Statement of Compliance to the Technical Specifications</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP400,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **August 8, 2024 on or before 5:00 P.M.** subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 6th Floor, Five E-com 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.


ROSELLE D. ROMERO
Head, Procurement and General Services Division
Administrative Department 

Contact Person
Contact No.

MR. SOCRATES G. TORRES
(8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TPB'S PARTICIPATION
IN THE 35TH PHILIPPINE TRAVEL MART (PTM)**

Quotation No. TPB-PR. 2024-08-203

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)																			
1	<p>SCOPE OF WORK/ SERVICES</p> <p>A. Accommodation</p> <ul style="list-style-type: none"> Provide hotel accommodation (3 triple-sharing and 1 twin-sharing) inclusive of daily breakfast on the following dates: <table border="1" data-bbox="274 1064 1029 1691"> <thead> <tr> <th data-bbox="274 1064 526 1198"></th> <th data-bbox="526 1064 758 1198">Hotel must be located</th> <th data-bbox="758 1064 1029 1198">Number of Rooms (3 Triple-Sharing and 1 Twin-Sharing per Day)</th> </tr> </thead> <tbody> <tr> <td data-bbox="274 1198 526 1243">Dates</td> <td data-bbox="526 1198 758 1646" rowspan="6">Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i></td> <td data-bbox="758 1198 1029 1243"></td> </tr> <tr> <td data-bbox="274 1243 526 1355">Check-in: 05 September 2024</td> <td data-bbox="758 1243 1029 1355">4</td> </tr> <tr> <td data-bbox="274 1355 526 1422">06 September 2024</td> <td data-bbox="758 1355 1029 1422">4</td> </tr> <tr> <td data-bbox="274 1422 526 1489">07 September 2024</td> <td data-bbox="758 1422 1029 1489">4</td> </tr> <tr> <td data-bbox="274 1489 526 1556">08 September 2024</td> <td data-bbox="758 1489 1029 1556">4</td> </tr> <tr> <td data-bbox="274 1556 526 1646">09 September 2024</td> <td data-bbox="758 1556 1029 1646">Check-out</td> </tr> <tr> <td colspan="2" data-bbox="274 1646 758 1691">Total Room Nights</td> <td data-bbox="758 1646 1029 1691">16</td> </tr> </tbody> </table>		Hotel must be located	Number of Rooms (3 Triple-Sharing and 1 Twin-Sharing per Day)	Dates	Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i>		Check-in: 05 September 2024	4	06 September 2024	4	07 September 2024	4	08 September 2024	4	09 September 2024	Check-out	Total Room Nights		16	
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13	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>35th Philippine Travel Mart (PTM) 05 – 09 September 2023 (<i>indicative date</i>)</p>	
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15	<p>TERMS OF PAYMENT</p>	

	<p>Send bill arrangement to the TPB after the full completion of requirements. One- time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.</p> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.</p>	
16	<p>CONTRACT DURATION</p> <p>The Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	
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I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date