



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	A. <u>Accommodation</u>		PhP400,000.00	PhP400,000.00	
	<u>triple</u> inclus	de hotel accomm - <u>sharing and 1 tw</u> sive of daily break ving dates:	in-sharing)		
		Hotel must be located	Number of Rooms (3 Triple- Sharing and 1 Twin- Sharing		
	Dates Check-in: 05 September 2024 06 September 2024 07 September 2024	Within SM MOA Compound *Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)	4 4 4		





08	4
September	
2024	
09	Check-
September	out
2024	
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	TPB office	
2024	- SMX and	
06	vice versa;	
September	within	
2024	Metro	2
07	Manila, as	1
September	necessary	
2024		
08	*May	
September	include	
2024	residential	

	pick up	
	and drop	
09	off of TPB	
September	personnel	
2024	within	
	Metro	
	Manila	

- 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 operator must find 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).

C. Catering Services

- 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.

D. Full-board Meals

- 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).

E. Communications Allowance

 Provide prepaid load for use of the TPB staff within the duration of the event at a maximum aggregated cost of PHP3,000.00

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	8AM – 2PM
2024	To cover the
	event's opening
	program, TPB and
100	DOT booth
07 September	2PM - 6PM
2024	To cover TPB
	booth and
	onstage activities
08 September	2PM – 7PM
2024	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 LTPpersonalized 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 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.

	CONTRACT DURATION The Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	
	 TECHNICAL AND LEGAL REQUIREMENTS Accomplished Statement of Compliance to the Technical Specifications Mayor's / Business Permit PhilGEPS Registration Certificate Income / Business Tax Return Notarized Omnibus Sworn Statement Company Profile SEC / DTI Certificate Note: All entries must be typewritten on your company letterhead. Price Validity shall be for a period of thirty (30) calendar days. 	
	Attachment: Technical Specification Omnibus Sworn Statement Form Statement of Compliance to the Technical Specifications	
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.

ROSECLE 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

EM	SCOPE OF WORK/	SPECIFICAT SERVICES	FION		STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
	 Accommodation Provide hotel accommodation (3 triple-sharing and 1 twinsharing) inclusive of daily breakfast on the following dates: 				
		Hotel must be located	Number of Rooms (3 Triple-Sharing and 1 Twin-Sharing per Day)		
	Dates Check-in: 05 September 2024	Within SM MOA Compound	4		
	06 September 2024	*Business-scale accommodation	4		
	07 September 2024	with complete basic room	4		
	08 September 2024	amenities (daily water, towel, toiletries)	4		
	09 September 2024	tolletries)	Check-out		
	(Total Room Nights	16		





2		Dates are subject to cha	ngo			
-		Accommodation estab	rige. dishment must be accre	sarse in a		
	De	epartment of Tourism	misimient must be accre	edited by	the	
			odation should be based a	on actual		
	• Total cost of accommodation should be based on actual room expenses.					
		•	discounted rates should be	doductod	from	
	th	e total expense.	and danced rates should be	deducted	irom	
	0	Provision of care kit duri	ng the inclusive stay dates, a	nd adhere t	to the	
	ne	eaith and safety guidelir	es issued by the Departme	nt of Trade	and l	
	Inc	dustry (DTI), Departme	nt of Health (DOH), and	as well as	s the	
	gu	idelines set by the respe	ctive LGU of which it operat	es in.	, the	
3						
	В.	Land Transportatio	n			
					_ 1	
		Date	Route	Number		
		05 September 2024		of Units		
		06 September 2024	TPB office – SMX and			
		07 September 2024			D D	
		T. Deptermet 2024	vice versa; within Metro			
		08 September 2024	vice versa; within Metro Manila, as necessary			
			vice versa; within Metro Manila, as necessary	1		
		08 September 2024	Manila, as necessary	1		
				1		
		08 September 2024	*May include residential	1		
		08 September 2024	*Manila, as necessary *May include residential pick up and drop off of	1		
4		08 September 2024 09 September 2024	*Manila, as necessary *May include residential pick up and drop off of TPB personnel within Metro Manila	1		
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- 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.

Driver should have strong navigation skills, uniformed, presentable and well-trained. Itinerary to be sent (subject to change without prior notice). C. Catering Services 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. D. Full-board Meals Provide full-board meals (AM Snacks, Lunch, PM Snacks, Dinner) for 15 persons for 2 days (07 and 08 September 2024). E. Communications Allowance Provide prepaid load for use of the TPB staff within the duration of the event at a maximum aggregated cost of PHP3,000.00 F. Printing/Production of TPB Pull-up banners Quantity 3 pcs Size 2.76ft width x 6.5ft height			Facility of the one we
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Size : 2.76ft width x 6.5ft height			
- Victorial X distriction			311100 PR 14-11
			or e what it distributed
The solid prints	_		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.

9

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
 - \checkmark 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

10	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.	
11		
	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. 	
12	ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS	
	Must have previously completed a minimum of 3 projects for the past 3 years in providing (per in the past 3 years in providing (per in the past 3 years in providing (per in the past 3 years in past	
	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.	
13	PROJECT IMPLEMENTATION SCHEDULE	
	a sona and according to the source of the so	
	35th Philippine Travel Mart (PTM)	
	05 – 09 September 2023 (indicative date)	
14	APPROVED BUDGET FOR THE CONTRACT (ABC)	
	The ABC is FOUR HUNDRED THOUSAND PESOS ONLY	
	(PHP400,000.00) inclusive of applicable taxes and fees.	
15	TERMS OF PAYMENT	

1	Cond Lill		
	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 pa	id thirty (30) days upon the receipt of the	
1	Statement of Account (SC	DA) or Billing.	
1	Diagonal de Luis		
	POARD DUILIBRIAGE C	atement to the TOURISM PROMOTIONS	
	BOARD PHILIPPINES after	the completion of the services.	
16	CONTRACT DURATION		
10			
	Proceed (NTD) until the for	ence from the date of receipt of the Notice to	
	rroceed (NTF) until the It	Ill implementation of all deliverables.	
17	Must submit the following	T Documents:	
	Specifications	ment of Compliance to the Technical	
		Down it	
	2. Mayor's / Business I		
	3. PhilGEPS Registration	on Certificate	
	4. Income / Business T		
	5. Notarized Omnibus	Sworn Statement	
	Company Profile		
	SEC / DTI Certificate		
1	Department of Tour	ism Accreditation Certificate or	1
	provisional accredita	ation certificate.	
hereby	certify to comply and deliv	er all of the above requirements.	
Jama o	f Company		
varile 0	Сотрану	Signature over Printed Name	Date
		of Authorized Representative	