

August 27, 2024

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

Quotation No. TPB-PR. 2024-08-227

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE FAMILIARIZATION TRIP FOR TOUR OPERATORS, AGENTS AND MEDIA IN USA

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SPECIFICATIONS</p> <p>PARTICIPANTS: Total number of participants: 11 participants</p> <ul style="list-style-type: none"> - Eight (8) Travel Agents from the USA - One (1) Cathay Pacific Representative - One (1) PDOT New York representative - One (1) TPB representative <p><i>Indicative Dates: 16-22 October 2024</i></p> <p>Min. guaranteed pax: 8 participants</p> <p>TRANSPORTATION:</p> <p>A. Domestic Airline Tickets</p> <ul style="list-style-type: none"> - Regular/Economy Class, rebookable, re-routable with a baggage allowance of at least 20 kilos per passenger and per way, and with provision for excess luggage - Inclusive of all applicable taxes, fuel surcharge, and other fees. 	PhP1,000,000.00	PhP1,000,000.00

<ul style="list-style-type: none"> ● Manila (MNL) to Cebu (CEB) (1 pax) ● Cebu (CEB) to Caticlan (MPH) <ul style="list-style-type: none"> - Eleven (11) Pax ● Caticlan (MPH) to Manila (MNL) <ul style="list-style-type: none"> - Eleven (11) Pax <p>Preferred flights:</p> <ul style="list-style-type: none"> ● MNL-CEB (1 pax) – PR2385 ● CEB-MPH (11 pax) – 5J 132 ● MPH – MNL (11 pax) – PR2038 <p>Preferred airline: Philippine Airlines or a carrier that offers the most convenient flight times aligned with the participants' itinerary</p> <p>B. Land transportation (DOT-Accredited and/or PATTO-Accredited) for the whole duration of the trip with driver (inclusive of gas, parking fees, toll fees, meals, and overtime fees)</p> <ol style="list-style-type: none"> 1. At least one (1) coaster or minibus airconditioned and well-sanitized for the Cebu and Metro Manila legs (2018 model or newer); 2. At least two (2) airconditioned vans and well-sanitized vans for the Caticlan leg (2018 model or newer); 3. Additional one (1) van for luggage (2018 model or newer) for trips with substantial baggage requirements such as but not limited to airport pick-up and drop-off, etc; 4. Other Inclusions <ul style="list-style-type: none"> ● Venues and tourism destinations as well as activities indicated in the tour itinerary ● Point-to-point shuttle service for TPB Staff (Residence/Hotel to Airport and vice versa) 		
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	<ul style="list-style-type: none"> ● Preferably equipped with PA system, and dashcam (front and back), GPS or Waze and charge units for phones ● Necessary expenses to cover all expenses including driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator. <p>Note:</p> <ul style="list-style-type: none"> ● Clean, well-sanitized, comfortable, and tourist-friendly vehicle ● Uniformed, presentable and trained drivers ● Provision of enough umbrellas for the whole group ● Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour ● All land transfers at destinations as may be required; must ensure safety for all passengers <p>TRAVEL INSURANCE:</p> <p>C. Comprehensive Travel Insurance for Eleven (11) pax inclusive of medical coverage for COVID-19, for all guests, TPB and DOT representatives</p> <p>Note:</p> <ul style="list-style-type: none"> ● Medical coverage worth PhP 1,000,000.00 per pax <p>MEALS AND BEVERAGES</p>		
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<p>D. Meals and beverages for 11 pax for the whole duration of the trip (breakfast, lunch, AM/PM snacks, and dinner)</p> <ol style="list-style-type: none"> 1. Breakfast (packed to be arranged, if applicable) 2. Lunch and Dinner throughout the trip with one (1) round of drinks Budget: PhP 2,500.00 per pax/day for both lunch and dinner 3. AM and PM snacks on board and bottled water with cold towels Budget: PHP 500.00 per pax/day <p>Note:</p> <ul style="list-style-type: none"> ● TPB representative to finalize the order of meals ● Bidders should be willing to accommodate dietary restrictions ● With one round of beverages per meal. ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) <p>BUSINESS-TO-BUSINESS NETWORKING ACTIVITY AND VENUE:</p> <p>E. Venue and F&B (Dinner) for the business-to-business networking session</p> <ul style="list-style-type: none"> ● Venue: Grand Westside Hotel ● Date: 21 October 2024 (Tentative) ● Attendees: 30 pax (Inclusive of FAM Trip Participants) ● With basic audio/visual system, inclusive of projector and screen ● One (1) Venue with Classroom Set up (B2B Venue). Breakdown of tables 		
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	<p>and chairs are as follows (subject to change):</p> <ul style="list-style-type: none"> - 10 IBM tables - 40 chairs (30 for chairs for B2B + 10 extra) • One (1) Venue with Banquet Set-up (Dinner) <p>*Estimated cost: PHP 120,000.00</p> <p>GIVEAWAYS:</p> <p>F. Provision of sustainable giveaways for 11 pax without showing the tour operator's logo and subject to TPB's approval</p> <p>*Estimated cost: PHP 1,500.00/giveaway/pax</p> <p>TOUR SIGNAGES AND BANNER:</p> <p>G. Provision of one (1) tour banner (for group photos) and two (2) van/coaster/minibus signages</p> <p>Note:</p> <ul style="list-style-type: none"> • Design and specs are subject to TPB's approval • Placing of tour operator/supplier's logo is not allowed <p>ITINERARY</p> <p>H. Interactive/ experiential tours and activities for the whole group (please see the attached itinerary)</p> <p>Other requirements: Provide an alternative itinerary or activity, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB.</p> <p>Note:</p>		
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	<ul style="list-style-type: none"> ● Tour activities and dates are subject to change based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols. <p>TOUR AND FIRST AID KITS</p> <p>H. Tour kits/travel necessities for 11 pax including but not limited to surgical masks, facial tissue, disinfectant wipes, hand sanitizer/alcohol, mints/candies, mosquito repellent in spray, sunscreen/sunblock, disposable hooded emergency raincoat, blow bag, customized luggage tags, etc.</p> <p>Note:</p> <ul style="list-style-type: none"> ● Preferably organic, sustainable, and eco-friendly ● Design is subject for TPB's approval ● Placing of tour operator/supplier's logo is not allowed <p>J. First aid kit for the whole group on board for tour vehicles throughout the trip with essential medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>TOUR COORDINATORS:</p> <p>K. Provision of one (1) tour coordinator and one (1) DOT-accredited</p>		
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	<p>local tour guide per destination to accompany the group for the whole duration of the trip.</p> <p>Note:</p> <ul style="list-style-type: none"> ● The tour coordinator and tour guide must be fully-vaccinated with at least one (1) booster shot ● The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour <p>OTHERS:</p> <p>L. Provision for incidental, miscellaneous, and onsite related expenses (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.) amounting to PHP 30,000.00</p> <p>M. Provision of three (3) pocket Wi-Fi units with unlimited internet data for the participants for the whole duration of the trip.</p> <p>INDICATIVE PROJECT IMPLEMENTATION SCHEDULE</p> <p>A tour operator to provide the mentioned services on 16-22 October 2024 (Indicative Dates) in Cebu, Boracay, and Metro Manila. Please see the attached itinerary.</p>		
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	<p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must respond to immediate/unforeseen changes in specifications to include tour activities, schedules and dates based on the recommendations of the TPB, DOT Foreign, Regional Offices and IATF orders on local travel restrictions in case of rain, risk of typhoon and other unforeseen or fortuitous events; 2. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws and must be engaged in the business as a travel and tour operator for at least five (5) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services such as small-medium-large scale tours, events, and the likes; 3. Must have handled at least five (5) similar projects, with at least one (1) group from US or Canada. Kindly submit a list detailing at least five (5) similar projects including the name of the project, country of origin of the guests, and the date the group was handled. 4. Must have valid DOT accreditation certificate and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal); 5. Must have expertise in organizing and coordinating travel arrangements, specifically within Regions VI, VII, and NCR; 6. Willing to provide services on a "send-bill" arrangement based on the actual number of participants and costs 		
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	<p>account, bank charges will be shouldered by the supplier.</p> <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>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **03 September 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
 OIC, Procurement and General Services Division
 Administrative Department

Contact Person
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