

August 27, 2024

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

**Quotation No.** TPB-PR. 2024-08-228

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR/DESTINATION MANAGEMENT COMPANY FOR THE AVASA TRAVEL GROUP SPAIN FAMILIARIZATION TRIP TO THE PHILIPPINES**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>REQUIREMENTS</b></p> <p>TPB-HOSTED WELCOME DINNER</p> <ul style="list-style-type: none"> <li>● Date and Time: 2 October 2024, 20:00-22:00</li> <li>● Setup: Buffet Style</li> <li>● Drinks: 1 round of preferred drinks per person</li> <li>● Number of pax: 23 pax (16 Spanish guests + 7 pax c/o TPB)</li> <li>● Cultural show               <ol style="list-style-type: none"> <li>a. Venue must be reserved in advance</li> <li>b. Travelite Travel and Tours will provide land transportation to and from the dinner venue</li> </ol> </li> </ul> <p><b>VIP GIVEAWAYS</b> Provision of the preferred tokens/giveaways:</p> <p>16 sets of the following in native packaging:</p> <ul style="list-style-type: none"> <li>● T-shirt</li> <li>○ Size (Asian)</li> <li>■ Six (6) Large (L)</li> <li>■ Six (6) Extra Large (XL)</li> </ul>	PhP539,520.00	PhP539,520.00.00

<ul style="list-style-type: none"> <li>■ Four (4) Extra-Extra Large (2XL)</li> <li>○ Color of Shirt: White</li> <li>○ Style: Round Neck Shirt</li> <li>○ Process of Printing: Direct to Film/Cloth (DTF)</li> <li>- Full Color</li> <li>○ Material: Premium Cotton</li> <li>○ Design/Logo: To be provided by TPB</li> <li>● Bath Towel</li> <li>○ Size: 15" x 18"</li> <li>○ Color: White</li> <li>○ Material: Cotton</li> <li>○ Design/Logo: Embroidered, Design to be provided by TPB</li> <li>● TPB compliments cards to be provided by TPB a week before the Welcome Dinner Tokens must be brought to TPB two (2) days before the Welcome Dinner for inspection</li>   <li>WELCOME BANNER</li> <li>● Size: 8 ft x 3 ft</li> <li>● Material: Tarpaulin</li> <li>● Design/Logos: To be provided by TPB (Full Color)</li>   <li>HOTEL/ROOM ACCOMMODATION</li> <li>Number of Rooms: 16</li> <li>Room Category: Single Deluxe or Higher</li> <li>Hotel: 5-star</li> <li>Location: Makati or Taguig City Date: 1- 2 October 2024</li>   <li>Should be inclusive of buffet breakfast</li>   <li>AIR TICKETS TO LOCAL DESTINATIONS IN THE PHILIPPINES</li> </ul>		
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	<p>Number of Passengers: 16</p> <p>Preferred flights: Date: 3 October 2024  a. Tickets should be rebookable, reroutable, and refundable  Route: Manila to El Nido Time: 10:50 - 12:20</p> <p>Date: 5 October 2024 Route: El Nido to Tagbilaran Time: 12:25 - 14:05</p> <p>Baggage: 25 kg for all domestic routes  Seat: Premium economy with extra legroom  Inclusive of:</p> <ul style="list-style-type: none"> <li>● Comprehensive Travel Insurance</li> <li>● Other taxes and applicable charges</li> </ul> <p>b. Travelite Travel and Tours through TPB will provide final passenger names.</p> <p>PHOTO AND VIDEO DOCUMENTATION  Production of a three (3)-minute summary video covering the highlights of the TPB-hosted familiarization trip components with musical score (in .avi or .mp4 format) to be submitted to TPB in a flash drive or external hard drive</p> <p>The professional photographer/videographer must:</p> <p>a. Have a DSLR camera with external flash to provide unlimited shots and high-quality soft copies of photos for inclusion in the flash drive or external hard drive</p> <p>b. Have Provide similar technical services to public and private offices within the last three (3) years</p>		
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	<p>a. Be able to provide own land transportation, meals, and accommodation, if any</p> <p>Proposed Itinerary/Project Implementation Schedule</p> <p>Metro Manila 1-3 October 2024  El Nido 3-5 October 2024  Bohol 5-7 October 2024  Cebu 7-8 October 2024</p> <p>Kindly refer to the attached proposed itinerary for reference</p> <p>Additional Requirements</p> <ol style="list-style-type: none"> <li>1. Assistance in preparing/securing entry/shooting permits, as necessary.</li> <li>2. Immediate response to urgent/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.</li> <li>3. Must provide services on a "send-bill" arrangement.</li> <li>4. Tour activities and/or schedules/dates may still change depending on the weather.</li> <li>5. Bidders must <b>submit</b> completed projects for at least three (3) years.</li> <li>6. Bidders should <b>submit</b> a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. Any event sponsorship (hosted/discounted) will be deducted from the bid amount, if any. Thus, the</li> </ol>		
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<p>tour operator will bill TPB based on the actual cost.</p> <p>7. Upon completion of the project/tour operator/destination management company services, the following shall be submitted to the TPB:</p> <ol style="list-style-type: none"> <li>a. Hotel Guest Folio</li> <li>b. Boarding Passes / Tickets (Air and Sea)</li> <li>c. Trip Tickets</li> <li>d. Terminal Report with Photos</li> </ol> <p>Qualifications of the Bidders</p> <ol style="list-style-type: none"> <li>1. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws.</li> <li>2. Must have been in operation for at least three (3) years handling similar projects related to incentivized programs.</li> <li>3. Must have a valid DOT Certificate of Accreditation.</li> </ol> <p>Approved Budget for the Contract</p> <p>The total approved budget for the contract is FIVE HUNDRED THIRTY-NINE THOUSAND FIVE HUNDRED TWENTY PESOS (PhP539,520.00) inclusive of all applicable taxes and fees.</p> <p>Terms of Payment</p> <p>Send the bill to the Tourism Promotions Board after the completion of deliverables for the event with corresponding photo and video documentation, trip tickets, and certification of project completion.</p> <p>Notes:</p>		
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	<p>The bidders are encouraged to have a Land Bank of the Philippines account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.</p> <p>Contract Duration Shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP539,520.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [soc\\_torres@tpb.gov.ph](mailto: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  
Contact No.

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

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR/DESTINATION MANAGEMENT COMPANY FOR THE AVASA TRAVEL GROUP SPAIN FAMILIARIZATION TRIP TO THE PHILIPPINES**

**Quotation No. TPB-PR. 2024-08-228**

**[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>TPB-HOSTED WELCOME DINNER</p> <ul style="list-style-type: none"> <li>● Date and Time: 2 October 2024, 20:00-22:00</li> <li>● Setup: Buffet Style</li> <li>● Drinks: 1 round of preferred drinks per person</li> <li>● Number of pax: 23 pax (16 Spanish guests + 7 pax c/o TPB)</li> <li>● Cultural show</li> </ul> <p>a. Venue must be reserved in advance</p> <p>b. Travelite Travel and Tours will provide land transportation to and from the dinner venue</p>	
2	<p>VIP GIVEAWAYS</p> <p>Provision of the preferred tokens/giveaways:</p> <p>16 sets of the following in native packaging:</p> <ul style="list-style-type: none"> <li>● T-shirt <ul style="list-style-type: none"> <li>○ Size (Asian) <ul style="list-style-type: none"> <li>■ Six (6) Large (L)</li> <li>■ Six (6) Extra Large (XL)</li> <li>■ Four (4) Extra-Extra Large (2XL)</li> </ul> </li> <li>○ Color of Shirt: White</li> <li>○ Style: Round Neck Shirt</li> <li>○ Process of Printing: Direct to Film/Cloth (DTF) <ul style="list-style-type: none"> <li>- Full Color</li> </ul> </li> <li>○ Material: Premium Cotton</li> <li>○ Design/Logo: To be provided by TPB</li> </ul> </li> <li>● Bath Towel <ul style="list-style-type: none"> <li>○ Size: 15” x 18”</li> <li>○ Color: White</li> <li>○ Material: Cotton</li> </ul> </li> </ul>	

	<p>o Design/Logo: Embroidered, Design to be provided by TPB</p> <ul style="list-style-type: none"> <li>● TPB compliments cards to be provided by TPB a week before the Welcome Dinner</li> </ul> <p>Tokens must be brought to TPB two (2) days before the Welcome Dinner for inspection</p>	
3	<p>WELCOME BANNER</p> <ul style="list-style-type: none"> <li>● Size: 8 ft x 3 ft</li> <li>● Material: Tarpaulin</li> <li>● Design/Logos: To be provided by TPB (Full Color)</li> </ul>	
4	<p>HOTEL/ROOM ACCOMMODATION</p> <p>Number of Rooms: 16</p> <p>Room Category: Single Deluxe or Higher</p> <p>Hotel: 5-star</p> <p>Location: Makati or Taguig City</p> <p>Date: 1-2 October 2024</p> <p>Should be inclusive of buffet breakfast</p>	
5	<p>AIR TICKETS TO LOCAL DESTINATIONS IN THE PHILIPPINES</p> <p>Number of Passengers: 16</p> <p>Preferred flights: Date: 3 October 2024</p> <p>Route: Manila to El Nido Time: 10:50 - 12:20</p> <p>Date: 5 October 2024</p> <p>Route: El Nido to Tagbilaran</p> <p>Time: 12:25 - 14:05</p> <p>Baggage: 25 kg for all domestic routes</p> <p>Seat: Premium economy with extra legroom</p> <p>Inclusive of:</p> <ul style="list-style-type: none"> <li>● Comprehensive Travel Insurance</li> <li>● Other taxes and applicable charges</li> </ul> <p>a. Tickets should be rebookable, reroutable, and refundable</p> <p>b. Travelite Travel and Tours through TPB will provide final passenger names.</p>	
6	<p>PHOTO AND VIDEO DOCUMENTATION</p> <p>Production of a three (3)-minute summary video covering the highlights of the TPB-hosted familiarization trip components with musical score (in .avi or .mp4 format) to be submitted to TPB in a flash drive or external hard drive</p>	



	<p>The professional photographer/videographer must:</p> <ol style="list-style-type: none"> <li>a. Have a DSLR camera with external flash to provide unlimited shots and high-quality soft copies of photos for inclusion in the flash drive or external hard drive</li> <li>b. Have Provide similar technical services to public and private offices within the last three (3) years</li> <li>a. Be able to provide own land transportation, meals, and accommodation, if any</li> </ol>	
7	<p>Proposed Itinerary/Project Implementation Schedule</p> <p>Metro Manila 1-3 October 2024  El Nido 3-5 October 2024  Bohol 5-7 October 2024  Cebu 7-8 October 2024</p> <p>Kindly refer to the attached proposed itinerary for reference.</p>	
8	<p>Additional Requirements</p> <ol style="list-style-type: none"> <li>1. Assistance in preparing/securing entry/shooting permits, as necessary.</li> <li>2. Immediate response to urgent/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.</li> <li>3. Must provide services on a “send-bill” arrangement.</li> <li>4. Tour activities and/or schedules/dates may still change depending on the weather.</li> <li>5. Bidders must submit completed projects for at least three (3) years.</li> <li>6. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. Any event sponsorship (hosted/discounted) will be deducted from the bid amount, if any. Thus, the tour operator will bill TPB based on the actual cost.</li> <li>7. Upon completion of the project/tour operator/destination management company services, the following shall be submitted to the TPB: <ol style="list-style-type: none"> <li>a. Hotel Guest Folio</li> <li>b. Boarding Passes / Tickets (Air and Sea)</li> <li>c. Trip Tickets</li> <li>d. Terminal Report with Photos</li> </ol> </li> </ol>	

9	<p>Qualifications of the Bidders</p> <ol style="list-style-type: none"> <li>1. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws.</li> <li>2. Must have been in operation for at least three (3) years handling similar projects related to incentivized programs.</li> <li>3. Must have a valid DOT Certificate of Accreditation.</li> </ol>	
10	<p>Terms of Payment</p> <p>Send the bill to the Tourism Promotions Board after the completion of deliverables for the event with corresponding photo and video documentation, trip tickets, and certification of project completion.</p> <p>Notes: The bidders are encouraged to have a Land Bank of the Philippines account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.</p>	
11	<p>Contract Duration</p> <p>Shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.</p>	
12	<p>Must submit the following Documents:</p> <ol style="list-style-type: none"> <li>1. Accomplished Statement of Compliance to the Technical Specifications</li> <li>2. Mayor's / Business Permit</li> <li>3. PhilGEPS Registration Certificate</li> <li>4. Income / Business Tax Return</li> <li>5. Notarized Omnibus Sworn Statement</li> <li>6. Company Profile</li> <li>7. SEC / DTI Certificate</li> <li>8. Submit completed projects for at least three (3) years.</li> <li>9. Submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements</li> </ol>	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date