

## REQUEST FOR QUOTATION (RFQ)

27 August 2024

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

**Quotation No.** TPB-PR.2024.08.225

**PR No.** 8.035

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE MEDIA TOUR AND COVERAGE OF TPB'S REGIONAL TRAVEL FAIRS (RTF) 2024**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
<b>LOT 1</b>	13th RTF Region XII General Santos City, South Cotabato <b>Date:</b> 26-30 September 2024 <b>Number of Pax:</b> 7	PhP500,000.00	PhP500,000.00
<b>LOT 2</b>	14th RTF Region VI Roxas City, Capiz <b>Date:</b> 17-21 October 2024 <b>Number of Pax:</b> 7	PhP500,000.00	PhP500,000.00
<p><b>SCOPE OF SERVICES</b> Specifications are applicable for both lots:</p> <p><b>AIR TICKET REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>●Seven (7) rebookable, reroutable, and refundable roundtrip economy air tickets inclusive of 20 kilos baggage allowance, other taxes and applicable charges with comprehensive travel insurance</li> <li>●All are seated together as much as possible and preferably front row or closer to the Entrance/Exit</li> <li>●Flight dates are subject to change</li> <li>●Must include online check-in services and other requirements as deemed necessary</li> <li>●Provision of airport meals (food and beverages) while waiting or in case of flight delays amounting to a maximum of PhP500.00 per pax</li> <li>●Preferred flight carrier: Philippine Airlines</li> </ul>			

<p><b>LOT 1 - 13th RTF</b>  September 26, 2024: MNL to GES  (morning flight)  September 30, 2024: GES to MNL  (afternoon flight)</p> <p><b>LOT 2 - 14th RTF</b>  October 17, 2024: MNL to RXS  (morning flight)  October 21, 2024: RXS to MNL  (afternoon flight)</p> <p><b>LAND TRANSPORTATION</b></p> <ul style="list-style-type: none"> <li>●Van rental for the following: <ul style="list-style-type: none"> <li>-Transportation from Legaspi Towers 300 to NAIA</li> <li>-LOT 1: South Cotabato &amp; LOT 2: Capiz inland transportation for airport transfers and tours</li> <li>-At least one (1) van for 10 pax</li> <li>-Must have enough legroom</li> <li>-Must be fully air-conditioned, clean, comfortable, presentable, and in good running condition</li> <li>-Must be at least 2019 model or newer</li> <li>-Rate must be inclusive of vehicle rate, gasoline, toll fees, parking fees, entry passes, permits, comprehensive insurance, onboard snacks, first aid kit per vehicle, and other expenses</li> <li>-Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour</li> </ul> </li> <li>●Driver <ul style="list-style-type: none"> <li>-Rate is inclusive of driver's fee, meals, accommodation, overtime fees, comprehensive insurance, communication expenses, and other expenses</li> <li>-With trip ticket</li> <li>-Must wear company ID at all times</li> <li>-Must be equipped with a cellphone with load for easy communication with passengers</li> </ul> </li> </ul>		
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	<p>-Maximum of fifteen (15) hours per day inclusive of overtime and driver’s fee</p> <p><b>ACCOMMODATION</b></p> <ul style="list-style-type: none"> <li>●Hotel with three-star classification or above, and within the vicinity of the event venues</li> <li>●7 single occupancy rooms hotel accommodation in the Deluxe category (if applicable/available) or its equivalent for 5 days and 4 nights</li> <li>●With complimentary breakfast</li> </ul> <p><b>Note:</b> Room accommodation is to follow the preferential rates requested. Please note that DMC should no longer mark up on preferential rates given by the specified hotel/resort.</p> <p><b>FOOD &amp; BEVERAGE: LOT 1&amp;2</b></p> <ul style="list-style-type: none"> <li>●All meals and snacks identified in the itinerary during the duration of the trip</li> <li>●Must be good for 7 pax</li> <li>●Maximum budget of Php1,000 per pax for lunch and for dinner</li> <li>●Menu to be approved by TPB</li> </ul> <p><b>TOURS / ACTIVITIES: LOT 1&amp;2</b></p> <ul style="list-style-type: none"> <li>●All paid activities, entrance fees, and environmental fees identified in the itinerary during the duration of the trip</li> <li>●Tour Guide/s must join the tours/activities</li> <li>●Must be good for 7 pax</li> </ul> <p><b>TOUR GUIDE: LOT 1&amp;2</b></p> <ul style="list-style-type: none"> <li>●One (1) DOT-accredited/licensed tour guides who will join during the whole trip per each lot.</li> <li>●Rate must be inclusive of the Tour Guide’s accommodations, transportation, meal requirements, and other expenses</li> </ul>		
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	<p><b>TOKENS: LOT 1&amp;2</b></p> <ul style="list-style-type: none"> <li>●Provision of tokens and destination-based giveaways for 7 pax for each lot, preferably to be given upon arrival at the hotel (e.g. hygiene kit, handmade accessories, local products from GenSan and Capiz) subject to TPB’s approval</li> </ul> <p><b>ONSITE-RELATED EXPENSES: LOT 1&amp;2</b></p> <ul style="list-style-type: none"> <li>●Provision of Fifteen Thousand Pesos (PhP15,000.00) for incidental, medical, and miscellaneous expenses for each lot.</li> </ul> <p><b>OTHERS: LOT 1&amp;2</b></p> <ul style="list-style-type: none"> <li>●Provision of tour kits with basic hygiene items, such as alcohol, face masks, tissue, wipes, etc.</li> <li>●Must assist in preparing/securing entry documents, as necessary.</li> <li>●Must be willing to respond to immediate/unforeseen changes in specifications.</li> <li>●Tour activities and/or schedules/dates are subject to change.</li> <li>●Other arrangements that may be mutually agreed upon by the TPB</li> <li>●Final incentivized itineraries should be approved by the TPB and must adhere to existing health and safety protocols set by the local government unit (overseeing the destination).</li> <li>●Provide an alternative itinerary, without cost to TPB, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events.</li> </ul> <p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> <li>3. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal)</li> <li>4. List of ongoing or completed projects similar to the requirements, preferably in General Santos City and Roxas City with NOA/PO or contract/NTP for at least three (3) projects</li> </ol>		
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Terms	30 days upon receipt of invoice		
ABC	The total Approved Budget for Contract (ABC) is <b>PhP1,000,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph) not later than **03 September 2024 on or before 1700H**, subject to the Technical Specifications 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**  
Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person

**(MISS) GENESIS WEIYN B. LEE**

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