

September 24, 2024

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

Quotation No. TPB-PR. 2024-09-259

REQUIREMENTS: Services of Tour Operator for Cultural Tour of the Foreign Delegates of Pacific Region Investment Conference.

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SPECIFICATIONS</p> <p>Event: HALF DAY CITY TOUR (CULTURAL TOUR) Indicative Date: 22 NOVEMBER 2024, FRIDAY Proposed Destinations:</p> <ul style="list-style-type: none"> • Fort Santiago • Rizal Monument and Museo • Baluarte de San Diego • Teatro Intramuros or Centro de Turismo • Destileria Limtuaco <p>Audience Profile: Foreign delegates mostly from Pacific region Number of Participants Maximum : 50 pax Minimum Guarantee : 25 pax Snacks Filipino – Spanish menu Lunch Venue: La Cathedral Café or Patio de Conchita</p> <p>SCOPE OF WORK / SERVICES</p> <p>A. Transportation</p> <ul style="list-style-type: none"> • Provide one (1) unit of air-conditioned bus vehicles for 50 pax • Preferably, vehicles must be new, or not older than three years, subject to the approval of the TPB. 	PhP250,000.00	PhP250,000.00

	<ul style="list-style-type: none"> • Provide professional and licensed driver with good personality and well groomed. • Proposal must cover cost of gasoline expenses, tolls and parking fees, meals of drivers. <p>B. Tour Guide/s</p> <ul style="list-style-type: none"> • Provide at least two (2) duly licensed and/or DOT- accredited tours guides and preferably from a known/reputable organization that provides tour guide. • Fluent and conversant in English and well-versed in Philippine history, culture, tradition, art as well as current events. • Must have at least 3 years-experience of tour guiding of foreign participants <p>Tour Operator must submit the following documents of the Tour Guide five (5) days after receipt of Notice of Award (NOA):</p> <ol style="list-style-type: none"> 1. Proof of Accreditation from DOT 2. Proof of membership in associations of tour guides 3. Resume and list of groups handled for the last three years <p>C. Tour Coordinator</p> <p>Must have at least 3 years-experience of coordinating tour groups with foreign delegates. (Submit resume of tour coordinator including the list of groups handled, five (5) days after receipt of Notice of Award).</p> <p>D. Snacks</p> <p>Provide snacks, featuring Filipino and Spanish dishes. Venue must be within Intramuros and provides in-house local entertainment Cost Estimate per pax is P1,000.</p> <p>E. Travel / Amenity Kits</p> <p>Provide amenities in a small sustainable pouch or bags containing wet and dry tissues, candies, bottled water and anahaw fan</p> <p>F. Banner</p> <p>Provide one (1) full color banner of 72x36 inches. Design to be provided by TPB.</p>		
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	<p>G. Insurance Provide appropriate general insurance coverage for passengers.</p> <p>H. Miscellaneous Expense Must allocate an amount of P25,000.00 for ground/entrance fees, other onsite and contingency expenses</p> <p>I. Other Requirements</p> <ul style="list-style-type: none"> • Tour Operator may propose/modify the itinerary as deemed fit for the group and in consideration of time, subject to TPB approval. • Provide onboard the vehicle, First Aid Kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) • Provide umbrellas. • Provision of assisted-listening system (wireless tour guide audio system) is an advantage. • Compilation of photos (in .jpeg format) of the tour in digital format to be sent via email to the TPB. <p>PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)</p> <p>Indicative date of tour is on 22 November 2024, Friday, 1:00 - 5:00 PM</p> <p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <p>The Tour Operator:</p> <ol style="list-style-type: none"> 1. Must be a Filipino owned, operated and legally registered Travel and Tour Operator under Philippine laws. (Provide copy of current Mayor's or Business Permit) 2. Must be a DOT-accredited tour operator. (Provide a copy of valid DOT accreditation certificate) 3. Must provide a copy of DOT accreditation of tour guides engaged to conduct the tour. 4. Must be engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid. 5. Must have a professional track record in handling international groups. (Provide at least 		
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	5. Notarized Omnibus Sworn Statement 6. Company Profile 7. SEC / DTI Certificate Note: 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. 3. Submit Formal Financial Quotation Attachment: Technical Specification		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP250,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **30 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 *SOC*

Contact Person **MR. SOCRATES G. TORRES**
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