

12 September 2024

**REQUEST FOR QUOTATION (RFQ)**

The **TOURISM PROMOTIONS BOARD** invites you to submit a quotation for the item/s listed below:

RFQ No. TPB-PR 2024.09.245

**Requirements: Services of a Tour Operator for the Implementation of the City Tour for the Delegates of the International Conference on Women, Peace and Security**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 lot	<p><b>Half-Day City Tour</b> Participants: 50 Pax Foreign Delegates (<i>25 pax min. guarantee</i>) Implementation Date: 31 October 2024 (<i>Date is tentative</i>) Destinations:</p> <ul style="list-style-type: none"> <li>• Fort Santiago</li> <li>• Rizal Monument and Museo</li> <li>• Baluarte de San Diego</li> <li>• Teatro Intramuros or Centro de Turismo</li> <li>• Destileria Limtuaco</li> </ul> <p><b>Scope of Work/Deliverables:</b></p> <p>A. Transportation</p> <ul style="list-style-type: none"> <li>▪ One(1) unit – airconditioned tourist bus for 50 pax</li> <li>▪ Not older than 3-years</li> </ul> <p>B. Tour Guides</p> <ul style="list-style-type: none"> <li>▪ Two(2) DOT-accredited Tour Guides</li> <li>▪ Must have at least 3 years-experience of tour guiding of foreign participants.</li> </ul> <p>C. Tour Coordinator</p> <ul style="list-style-type: none"> <li>▪ Two(2) DOT-accredited Tour Guides</li> <li>▪ Must have at least 3 years-experience of coordinating tour groups with foreign delegate</li> </ul>	350,000.00	350,000.00

	<p>D. Buffet Lunch Provide buffet lunch, featuring Filipino and Spanish dishes. Cost Estimate per pax is P1,500</p> <p>E. Token Token depicting Filipino culture, or items using green, sustainable and eco-friendly. Cost Estiamte per pax is P1,500.00.</p> <p>F. Travel/Amenity Kits Provide amenities in a small sustainable pouch or bags containing wet and dry tissues, candies, bottled water</p> <p>G. Banner Provide one (1) full color banner of 72x36 inches. Design to be provided by TPB.</p> <p>H. Insurance Provide appropriate general insurance coverage for 50 passengers.</p> <p>I. Miscellaneous Expenses Must allocate an amount of P25,000.00 for ground/entrance fees, other onsite and contingency expenses</p>		
	<p><b>Legal Documents</b></p> <ul style="list-style-type: none"> <li>▪ PhilGEPS Registration Certificate</li> <li>▪ BIR Certificate of Registration</li> <li>▪ Mayor’s Permit</li> <li>▪ Omnibus Sworn Statement</li> </ul> <p><b>Eligibility Requirements</b></p> <ul style="list-style-type: none"> <li>▪ DOT Accreditation Certificate</li> <li>▪ Company Profile and SEC/DTI/CDA Registration, whichever is applicable</li> <li>▪ List of completed projects for the last five (5) years</li> </ul> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Annex A_Technical Specifications</li> <li>2. Annex B_Proposed Itinerary</li> <li>3. Annex C_Statement of Compliance</li> <li>4. Revised Omnibus Sworn Statement</li> </ol>		


	<b>Notes:</b> <ul style="list-style-type: none"> <li>▪ All entries must be typewritten in your company letterhead.</li> <li>▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	Php350,000.00, inclusive of applicable taxes		

Please submit your **quotation** together with the **legal and eligibility documents** enumerated above to email address **bac\_sec@tpb.gov.ph/janet\_villafranca@tpb.gov.ph** not later than **20 September 2024, until 12:00 PM.**

The submission of the quotation and other documents shall be in one (1) compressed file folder. For easy identification of email, the subject shall be in this format: **ICWPS\_City Tour <Company Name>**.

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 12 September 2024  
 Procurement and General Services Division  
 Administrative Department