

01 October 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 2024.10.267**

Requirements: Tour Operator Services to Provide Logistical Requirements for the B2B Synergy and Networking 2024 and Familiarization Tour in El Nido, Palawan

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 lot	<p>Logistical Requirements for the Networking Program Participants: 45 Pax TPBPHL Members (tour operators, travel agencies) Implementation Date: 21-24 October 2024 <i>(Date is tentative)</i></p> <p>Scope of Work/Deliverables:</p> <p>A. Accommodation (De Luxe /Twin-Sharing)</p> <ul style="list-style-type: none"> ▪ Business-type Hotel/Resort/DOT Accredited ▪ El Nido Town proper no more that 200 meters away from the Main Town Beach ▪ 20-24 October (2 rooms) ▪ 21-24 October (21 rooms) ▪ Inclusions: <ul style="list-style-type: none"> ▪ Daily Breakfast ▪ Exclusive airport transfers (in/out) ▪ Welcome drinks and amenities upon check-in <p>B. Meals and Beverages (50 pax max / 45 pax min) – Buffet Style</p> <ul style="list-style-type: none"> ▪ Day 1 Lunch / Incentivized Dinner ▪ Day 2 Dinner 	1,000,000.00	1,000,000.00

	<ul style="list-style-type: none"> ▪ Day 3 Incentivized farewell dinner/socialization night with cocktails ▪ Day 4 Early Dinner ▪ Inclusions: <ul style="list-style-type: none"> ▪ One round of beverage per meal <p>C. Program Souvenir/Giveaway Provision for a maximum of 45 sets of community-based souvenir worth PhP 1,200.00 each</p> <p>D. Miscellaneous Expenses worth PhP24,000.00 to cover onsite expenses</p> <p>Notes: *Proposed menu to be submitted to the TPB at least 1 week before the event date *The menu can accommodate dietary restrictions</p> <p>Details of the deliverables is found in the attached Technical Specifications</p>		
	<p>Legal Documents</p> <ul style="list-style-type: none"> ▪ PhilGEPs Registration Certificate ▪ Business/Income Tax Return Certification ▪ Mayor’s Permit ▪ Omnibus Sworn Statement <p>Eligibility Requirements</p> <ul style="list-style-type: none"> ▪ DOT Accreditation Certificate ▪ Company Profile and SEC/DTI/CDA Registration, whichever is applicable ▪ List of completed projects for the last three (3) years <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Revised Omnibus Sworn Statement 		
	<p>Notes:</p> <ul style="list-style-type: none"> ▪ All entries must be typewritten in your company letterhead. ▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP1,000,000.00, 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 **09 October 2024, until 5:00 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: **Logistics_B2B Synergy <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.



JANET G. VILAFRANCA

Officer-in-Charge

Procurement and General Services Division

Administrative Department