

October 10, 2024

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

Quotation No. TPB-PR. 2024.10.276

REQUIREMENTS: Services of a Tour Operator for the Qantas Familiarization Trip

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF SERVICES</p> <ul style="list-style-type: none"> • The project requires the services of a tour operator who will help and assist in the implementation of the Qantas Media Familiarization Trip; • The trip will be participated by invited media from Brisbane in Australia (please refer to the specifications below for the details); • Secured sponsorship or discounted rates should be deducted from total expenses; and • Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations. <p>Date of Implementation: 29 to 31 October 2024 (indicative)</p> <p>Participants Estimated total no. of participants: 5 pax (inclusive of a TPB representative) Minimum guarantee: 4 pax</p> <p>Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to one (1) person.</p> <p>Travel Insurance Travel insurance with coverage worth PhP 1 Million/pax</p> <p>Transportation (Land)</p> <p>Location: Metro Manila and Clark (please refer to the indicative itinerary) Duration: 29 to 31 October 2024</p>	PhP1,000,000.00	PhP1,000,000.00

<p>1. Two (2) units of van (highest quality)</p> <p>2. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</p> <p>3. Daily disinfection of vehicle and ensure cleanliness at all times.</p> <p>4. Vehicle year model must be at least 2020 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.</p> <p>5. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first aid-kit; with provision of wet tissue, alcohol, mineral water and mints.</p> <p>6. Ensure the availability of umbrellas for the guests in case of rain.</p> <p>7. Maximum of 15 hours per day inclusive of overtime and drivers' fee.</p> <p>8. Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost, and other onsite related expenses.</p> <p>9. Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</p> <p>Accommodation Total no. of pax: 5 Duration:</p> <ul style="list-style-type: none"> ● Metro Manila (BGC): 29 to 31 October 2024 ● 5 Single Deluxe rooms ● Complimentary breakfast ● 4 or 5 Star rated hotel/resort ● DOT accredited hotel/resort ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). <p>Meals and Beverages Provision of full-board meals and beverages for 5 pax for the whole duration of the trip</p> <ol style="list-style-type: none"> a. PHP 10,200.00 per pax inclusive of AM and PM snacks, lunch, and dinner b. Menu to be approved by TPB c. Winning bidder to provide proposed menu at least three (3) days before the event <p>Additional notes:</p>		
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<p>- Three (3) rounds of non-alcoholic beverage or alcoholic beverage per meal</p> <p>- Unlimited nonalcoholic and alcoholic drinks for the Cocktail Night</p> <p>- TPB representative to finalize the order/s per meal based on the itinerary.</p> <p>- Ensure provision of dietary requirements, if there is any.</p> <p>- Should the TPB/DOT be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB).</p> <p>Tour Activities</p> <p>a. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for 12 pax.</p> <p>b. Cover entrance and environmental fees, if needed.</p> <p>Additional notes:</p> <p>- Tour activities and dates are subject to change based on recommendations of TPB, DOT Foreign and Regional Offices involved.</p> <p>- Provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB.</p> <p>- Final itinerary to be approved by the TPB representative and must adhere to the existing health and safety protocols set by IATF/local government unit involved.</p> <p>Tour Kits</p> <p>Provision of safety tour kits for 5 pax to include the following:</p> <p>a. Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging</p> <p>b. 500 ml reusable water tumbler</p> <p>c. Two (2) pieces individually wrapped disposable KN94 masks</p> <p>d. One (1) pack of facial tissue</p> <p>e. One (1) pack wet wipes (biodegradable bamboo fiber material)</p> <p>f. 50 ml. of 70% isopropyl alcohol in spray bottle</p> <p>g. Hand sanitizer</p> <p>h. Mints</p> <p>i. Mosquito repellent in spray</p> <p>j. Sunblock</p> <p>Health/first aid kit to be kept by the tour coordinator and/or tour guide to include at least 6 pieces of the following medicines:</p>		
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<p>a. Antacid for upset stomach b. Paracetamol for headache and fever c. Antihistamine for allergies d. Loperamide for diarrhea e. Meclizine hydrochloride for motion sickness f. Ibuprofen for pain reliever</p> <p>Tour Guide Provision of one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications: a. Must be expert or familiar of the destination b. Must be fluent and conversant in English c. Must have an in-depth knowledge of the Philippines</p> <p>Tour Coordinator Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour. Additional Notes: a. Tour Coordinator must have at least three (3) years relevant experience. b. Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid. c. Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour.</p> <p>Tour Signage, Banner and Itinerary Booklet 1. Provision of vehicle banners, identifiers for the delegates. 2. Lollipop signage for the tour guide 3. Post tour banner for group photos 4. Provision of a printed and digital tour booklet showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details. *Proposed design will be subject for TPB's approval</p> <p>Miscellaneous Expenses (PHP 50,000.00 worth of communication expenses, snacks on the road, coordination meetings, supplies, and other on-site & administrative expenses.)</p> <p>Additional notes: - Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations, if applicable; and</p>		
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	<p>- Properties must observe health and safety protocols.</p> <p>Qualification of Bidders</p> <ul style="list-style-type: none"> - Attentive and addresses the needs of the client; - Must be a DOT-accredited tour operator company; - Philgeps platinum member; and - Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the opening of bids. <p>Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> - Approved Budget for the Contract is ONE MILLION PESOS (Php 1,000,000.00) inclusive of all applicable fees and taxes. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget. <p>Terms of Payment</p> <ul style="list-style-type: none"> - Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns; - The bidder is encouraged to have a Landbank account and/or must be willing to shoulder the bank charges; and - Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement must be based on the actual number of participants). TPB shall inform of the sponsorships two (2) weeks before the date of the event. <p>Please send the billing statement to: MS. MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board 6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300 Philippines</p> <p>Contract Duration The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>		
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes		
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Please submit your quotation in digital format **password-protected price quotations in compressed archive folders** with the duly accomplished Statement of Compliance and the relevant documents enumerated below to soc_torres@tpb.gov.ph not later than 15 October 2024 on or before 10:00 A.M. The passwords for accessing your bid quotation will be disclosed on 15 October 2024 10:01 A.M. which may be done in person or face-to-face through videoconferencing, webcasting or similar technology.

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 for the Qantas Familiarization Trip

Quotation No. TPB-PR. 2024.10.276

[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>SCOPE OF SERVICES</p> <ul style="list-style-type: none"> ● The project requires the services of a tour operator who will help and assist in the implementation of the Qantas Media Familiarization Trip; ● The trip will be participated by invited media from Brisbane in Australia (please refer to the specifications below for the details); ● Secured sponsorship or discounted rates should be deducted from total expenses; and ● Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations. 	
2	<p>DELIVERABLES AND SPECIFICATIONS Date of Implementation: 29 to 31 October 2024 (indicative)</p>	
3	<p>Participants Estimated total no. of participants: 5 pax (inclusive of a TPB representative) Minimum guarantee: 4 pax Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to one (1) person.</p>	
4	<p>Travel Insurance Travel insurance with coverage worth PhP 1 Million/pax</p>	
5	<p>Transportation (Land) Location: Metro Manila and Clark (please refer to the indicative itinerary) Duration: 29 to 31 October 2024</p> <p>1. Two (2) units of van (highest quality)</p>	

	<p>2. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</p> <p>3. Daily disinfection of vehicle and ensure cleanliness at all times.</p> <p>4. Vehicle year model must be at least 2020 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.</p> <p>5. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first aid-kit; with provision of wet tissue, alcohol, mineral water and mints.</p> <p>6. Ensure the availability of umbrellas for the guests in case of rain.</p> <p>7. Maximum of 15 hours per day inclusive of overtime and drivers' fee.</p> <p>8. Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost, and other onsite related expenses.</p> <p>9. Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</p>	
6	<p>Accommodation</p> <p>Total no. of pax: 5</p> <p>Duration:</p> <ul style="list-style-type: none"> ● Metro Manila (BGC): 29 to 31 October 2024 ● 5 Single Deluxe rooms ● Complimentary breakfast ● 4 or 5 Star rated hotel/resort ● DOT accredited hotel/resort ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). 	
7	<p>Meals and Beverages</p> <p>Provision of full-board meals and beverages for 5 pax for the whole duration of the trip</p> <p>a. PHP 10,200.00 per pax inclusive of AM and PM snacks, lunch, and dinner</p> <p>b. Menu to be approved by TPB</p> <p>c. Winning bidder to provide proposed menu at least three (3) days before the event</p> <p>Additional notes:</p> <p>- Three (3) rounds of non-alcoholic beverage or alcoholic beverage per meal</p>	

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10	<p>Tour Guide</p> <p>Provision of one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none"> a. Must be expert or familiar of the destination b. Must be fluent and conversant in English c. Must have an in-depth knowledge of the Philippines 	
11	<p>Tour Coordinator</p> <p>Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.</p> <p>Additional Notes:</p> <ul style="list-style-type: none"> a. Tour Coordinator must have at least three (3) years relevant experience. b. Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid. c. Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour. 	
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13	<p>Miscellaneous Expenses (PHP 50,000.00 worth of communication expenses, snacks on the road, coordination meetings, supplies, and other on-site & administrative expenses.)</p>	
14	<p>Additional notes:</p> <ul style="list-style-type: none"> - Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations, if applicable; and - Properties must observe health and safety protocols. 	
15	<p>Qualification of Bidders</p> <ul style="list-style-type: none"> - Attentive and addresses the needs of the client; - Must be a DOT-accredited tour operator company; - Philgeps platinum member; and - Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the opening of bids. 	
16	<p>Approved Budget for the Contract (ABC)</p>	

	- Approved Budget for the Contract is ONE MILLION PESOS (PhP 1,000,000.00) inclusive of all applicable fees and taxes. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget.	
17	<p>Terms of Payment</p> <ul style="list-style-type: none"> - Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns; - The bidder is encouraged to have a Landbank account and/or must be willing to shoulder the bank charges; and - Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement must be based on the actual number of participants). TPB shall inform of the sponsorships two (2) weeks before the date of the event. <p>Please send the billing statement to: MS. MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board 6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300 Philippines</p>	
18	<p>Contract Duration</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	
19	<p>Must submit the following Documents:</p> <ol style="list-style-type: none"> 1. Accomplished Statement of Compliance to the Technical Specifications 2. Mayor's / Business Permit 3. PhilGEPS Registration Certificate 4. Income / Business Tax Return 5. Notarized Omnibus Sworn Statement 6. Company Profile 7. SEC / DTI Certificate 	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date