

11 October 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB RFQ 2024-10-279

**PR No.** 10.008

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE HIMALA SA BUHANGIN! ARTS AND MUSIC FESTIVAL**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
LOT 1	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>AIR TICKET REQUIREMENTS</b>                      5 economy roundtrip ticket preferably:</p> <ul style="list-style-type: none"> <li>• 15NOV MNL LAO 1110 1220</li> <li>• 17NOV LAO MNL 1310 1420</li> <li>• With 20 kg baggage allowance per person per route</li> <li>• Restrictions: Rebookable and refundable</li> </ul> <p><b>ACCOMMODATION</b></p> <ul style="list-style-type: none"> <li>• Maximum of 3 single or twin-sharing rooms at a business-type hotel for two (2) nights</li> <li>• Must be located near the Paoay Sand Dunes</li> <li>• The hotel/resort must DOT-accredited and includes daily buffet breakfast (can cater to Halal/vegan/vegetarian food options)</li> </ul> <p><b>LAND TRANSPORTATION</b></p> <ul style="list-style-type: none"> <li>• Two (2) units of van for TPB officials and personnel</li> <li>• Van unit year model must be at least 2019 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L</li> <li>• Maximum use of 18 hours per day inclusive of overtime and driver’s fee, overtime, food, parking fees, toll fees (if necessary).</li> <li>• With daily provision of wet tissues, alcohol, mineral water, mint</li> <li>• Must be equipped with GPS, first aid kit and umbrella</li> </ul>		PhP894,500.00

- Driver should have strong navigation skills, uniformed, presentable and well-trained
- Itinerary: Ilocos Norte and environs. Includes airport transfers via Laoag International Airport

**FULL-BOARD MEALS FOR THE TPB OFFICIALS/PERSONNEL**

- Provision of full-board meals to a maximum of five (5) TPB personnel (AM snacks, PM snacks, lunch and dinner)

**MEAL HOSTING**

- Managed buffet dinner for 400 pax with 20% provision for vegetarian, halal, gluten-free, etc.
- With free-flowing coffee/tea/water
- With one (1) round of iced tea or local juice and one (1) round of local beer
- With dedicated wait staff for every 4 tables
- Menu featuring fusion of Filipino and international cuisine, to be submitted prior to the event and to be approved by TPB
- Complete set-up for the buffet stations and dressed cocktail, tables and chairs
- Designation of a food and beverage coordinator
- Set-up must be ready three (3) hours before the start of the activities

**ONSITE-RELATED EXPENSES**

- Provision for incidental, miscellaneous, and onsite related expenses (e.g., data/communication allowance, courier fees, permits, entrance fees, environmental fees, tactical tours, porter fees) amounting to PhP15,000.00. Billing must be based on the actual cost supported with receipts.

**OTHER REQUIREMENTS**

- Assistance in preparing/ securing entry documents, as necessary.
- Willingness to respond to immediate/unforeseen changes in specifications.

**INDICATIVE PROJECT IMPLEMENTATION DATE**

“Himala sa Buhangin! Arts and Music Festival”

Paoay, Ilocos Norte

15-17 November 2024

**ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS:**

1. Company Profile
2. SEC/DTI Registration Certificate
3. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws

	<p>4. Must have previously completed a minimum of 3 projects for the past 3 years in providing/servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2021 – 2023</p> <p>5. Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate</p> <p><b>LEGAL REQUIREMENTS:</b></p> <p>1. PhilGEPS Registration Certificate  2. Business/Mayor’s Permit  3. Latest Income/Business Tax Return  4. Notarized Omnibus Sworn Statement</p> <p><b>ATTACHMENTS:</b></p> <p>1. Technical Specification  2. Statement of Compliance</p> <p><b>NOTE:</b></p> <p>1. All entries must be typewritten in your company letterhead.  2. Price validity shall be for a period of thirty (30) calendar days.</p>		
Terms	30 days upon receipt of invoice		
ABC	The total Approved Budget of the Contract (ABC) is <b>Php894,500.00</b> inclusive of all applicable taxes and fees.		<b>Php894,500.00</b>

Please submit your quotation and legal documents thru email at [kristine\\_aclan@tpb.gov.ph](mailto:kristine_aclan@tpb.gov.ph)/ [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **18 October 2024 on or before 5:00 PM**, 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

**Contact person: KRISTINE HEIZELLE B. ACLAN**

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