

09 December 2024

REQUEST FOR QUOTATION

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

RFQ No. **TPB-PR 2024.12.354**

Requirements: Services of a Tour Operator for the Philippine Motorcycle Tourism (PMT) Support to Federations' National Events "28th National Federation of Motorcycle Clubs in the Philippines (NFMCP) Annual Convention and Philippine Vespa Days 2025"

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 lot	<p>Logistical Requirements for Federations' National Events</p> <p>I. 28th NFMCP Annual Convention 04-06 April 2025/Bacolod</p> <p><u>Deliverables</u></p> <p>1. Airticket (2 Pax) Manila-Bacolod-Manila for 2 pax 04-06 April 2025/Bacolod</p> <p>2. Accommodation (2 Pax / 2 Nights)</p> <ul style="list-style-type: none"> ▪ 04-06 April 2025 / Bacolod City ▪ Standard/Single or Twin with Breakfast <p>3. Meals (2 Pax)</p> <ul style="list-style-type: none"> ▪ PhP1,500.00/pax/meal ▪ Lunch for 3 days / Dinner for 2 nights <p>4. Coordination Meeting Provision for miscellaneous expenses worth PhP5,000.00</p>	120,000.00	200,000.00

	<p>II. 3rd Philippine Vespa Days Conference 3 Pax TBP Officers 16-18 May 2025 / Clark Freeport, Pampanga</p> <p><u>Deliverables</u></p> <p>1. Accommodation (3 Pax / 2 Nights)</p> <ul style="list-style-type: none"> ▪ 16-18 May 2025 / Clark, Pampanga ▪ Standard/Single or Twin with Breakfast <p>2. Meals (3 pax)</p> <ul style="list-style-type: none"> ▪ PhP1,500.00/pax/meal ▪ Lunch for 3 days / Dinner for 2 nights <p>3. Transportation (3 Days)</p> <ul style="list-style-type: none"> ▪ 1 Unit Van /10 -12 seaters/ACU ▪ Preferably 2017 model van (present OR/CR) ▪ Route: Manila-Clark-Manila ▪ 12 hours/day with 4 hrs overtime ▪ Inclusive of toll fees, gasoline, and overtime ▪ Well uniformed driver <p>4. Coordination Meeting Provision for miscellaneous expenses worth PhP5,000.00</p>	80,000.00	
	<p>Legal Documents</p> <ul style="list-style-type: none"> ▪ PhilGEPS Registration Certificate ▪ Business/Income Tax Return ▪ Mayor’s Permit ▪ Omnibus Sworn Statement <p>Eligibility Requirements</p> <ul style="list-style-type: none"> ▪ Company Profile and SEC/DTI/CDA Registration, as applicable ▪ List of at least three (3) similar project handled for the last five (5) years ▪ DOT Accreditation <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Revised Omnibus Sworn Statement 3. Compliance to the Technical Specifications 		
	<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	PhP200,000.00, 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 **17 December 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: **Vespa Events_<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. VILLAFRANCA
Officer-in-Charge
Procurement Management Division
Finance Department

Technical Specifications

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.** A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification	Statement of Compliance (Comply/Not Comply)
28TH NATIONAL FEDERATION OF MOTORCYCLE CLUBS IN THE PHILIPPINES 04-06 April 2025 / Bacolod		
1	<u>AIR TICKETS</u> Manila-Bacolod for 2 pax on 04 April 2025 Bacolod-Manila for 2 pax on 06 April 2025 <i>*airline tickets should be rebookable, refundable and reroutable</i>	
2	<u>ACCOMMODATION</u> For 2 pax Standard category (if applicable/ available) or its equivalent for two (2) nights on 04 – 06 April 2025 (with breakfast) based on Single/ Twin occupancy	
3	<u>MEALS</u> To provide meals worth Php1,500.00/day for two (2) TPB Official & Personnel for two (2) days inclusive of three (3) lunch and two (2) dinner meals.	
4	<u>COORDINATION MEETING</u> To provide Coordination Meeting Expenses/Incidentals in the amount of PhP 5,000.00	

3rd PHILIPPINE VESPA DAYS CONFERENCE Clark, Pampanga/16-18 May 2025		
1	<u>ACCOMMODATION</u> For 2-3 pax Standard category (if applicable/ available) or its equivalent for two (2) nights In Clark Freeport on 16 – 18 May 2025 (with breakfast) based on Single/ Twin occupancy	
2	<u>MEALS</u> To provide meals worth Php1,500.00/day for three (3) TPB Official & Personnel for three (3) days inclusive of three (3) lunch and two (2) dinner meals.	
3	<u>TRANSPORTATION</u> a. One unit (1) van b. Duration: For three (3) days, (12 hours/day including additional 4 hours of overtime pay if needed) c. 10-12 seaters d. Air-conditioned e. Preferably 2017 model van (present OR/CR) f. Route: Manila-Clark-Manila g. Inclusive of toll fees, gasoline, and overtime h. Well uniformed driver	
4	<u>COORDINATION MEETING</u> To provide Coordination Meeting Expenses/Incidentals in the amount of PhP 5,000.00	

Name and signature of the authorized representative/date