

5 December 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-12-353
PR No. 12.002
Requirements: SERVICES OF A TOUR OPERATOR FOR THE MICECON 2024 POST CONFERENCE FOCUSED EDUCATIONAL SEMINAR

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
Lot 1	<p>POST CONFERENCE FOCUSED EDUCATIONAL SEMINAR Indicative Dates: 17-19 December 2024 Number of Pax: 3 pax – TPB 3 pax – MICE Advisory Council 30 pax – Clark Development Corporation</p> <p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>LAND TRANSPORTATION</p> <ul style="list-style-type: none"> Two (2) vans (2019 model or newer) with driver (inclusive of gas, parking fees, toll fees, environmental fees and overtime fees) Maximum of fifteen (15) hours per day inclusive of overtime and driver’s fee Must have enough legroom Must be fully air-conditioned, clean, comfortable, presentable, and in good running condition Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour Route: 17 Dec - Manila (NCR) to Clark Freeport Zone 18 Dec - Inside Clark Freeport Zone 19 Dec - Clark Freeport Zone to Manila (NCR) <p>ACCOMMODATION</p> <ul style="list-style-type: none"> Room Accommodation in a 3-star hotel or higher (if available) Six (6) rooms in deluxe category or its equivalent for two (2) nights based on single occupancy with breakfast <p>FOOD AND BEVERAGE</p> <ul style="list-style-type: none"> Two (2) buffet lunches with one round of drink for six (6) pax on 17 and 19 December 2024 Two (2) buffet dinners with one round of drink for (6) pax on 17 and 19 December 2024 		PhP 300,000.00

	<ul style="list-style-type: none"> • One (1) themed buffet lunch with one round of drink for thirty (30) pax on 18 December 2024 • One (1) themed buffet dinner with one round of drink for thirty (30) pax on 18 December 2024 • AM and PM snacks with one round of drink for thirty (30) pax on 18 December 2024 <p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • One (1) transportation coordinator • First Aid Kit on board the vehicles with basic medicines for upset stomach, headache, allergies, diarrhea, motion sickness, fever, body pains • Must also include: povidone iodine, band aids, gauze pads, surgical tape, scissors (first aid kit to be given to the TPB coordinator after the event) • Assistance in preparing/ securing entry documents, as necessary. • Must respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost. • Tour activities and/or schedules/dates may still be changed based on recommendations on the Tourism Promotions Board and the DOT Regional Office • Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. Any event sponsorship (hosted/discounted) will be deducted from the bid amount, if any. Thus, the tour operator will bill TPB based on the actual cost. <p>INDICATIVE PROJECT IMPLEMENTATION SCHEDULE</p> <p>Date of Event: 17 – 19 December 2024 (indicative dates) Destination: 17 Dec 2024 - Manila (NCR) to Clark Freeport Zone 18 December 2024 - Inside Clark Freeport Zone 19 December 2024 - Clark Freeport Zone to Manila (NCR)</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specification Annex “A” 3. SEC/DTI Certificate of Registration 4. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under the Philippine Laws. 		
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	<p>5. Must have been in operation for at least three (3) years handling similar projects related to incentivized programs.</p> <p>6. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.</p> <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor’s Permit 3. BIR Certificate of Registration 4. Notarized Omnibus Sworn Statement <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	PhP300,000.00 inclusive of all applicable fees and taxes		PhP300,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address kristine_aclan@tpb.gov.ph/ bac_sec@tpb.gov.ph or to the office address **6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City**, not later than **11 December 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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.

SGD.

JANET G. VILAFRANCA
Officer-in-Charge
Procurement Management Division

Contact person: Kristine Heizelle B. Aclan