

17 December 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-12-365
PR No. 12.009

Requirements: SERVICES OF A TOUR OPERATOR FOR THE 20TH NATIONAL CONVENTION OF LAWYERS IN LAHUG, CEBU CITY

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p>SERVICES OF A TOUR OPERATOR FOR THE 20TH NATIONAL CONVENTION OF LAWYERS IN LAHUG, CEBU CITY</p> <p>Dates: 30 January – 02 February 2025 Number of Pax: 2 Pax</p> <p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>HOTEL ACCOMMODATION</p> <ul style="list-style-type: none"> • 3-star DOT-accredited hotels (or higher-rated hotels, if the rates are competitive) preferably near Waterfront Hotel such Seda Central Bloc Hotel • 2 single occupancy rooms for 3 nights • Private shower area with bidet and hair blower • Complimentary use of amenities during the entire duration of the convention. • Breakfast included • USB charging points • With luggage storage and safe box • Readily available iron and iron board or steamer • Free wifi • Allow early check-in (before lunch) or secured room to be provided on Day 1 to store participants’ luggage while not yet checked in. • Allow late check-out (after lunch) or secured room to be provided on Day 3 to store participants’ luggage if activities are ongoing. <p>AIR TICKET</p> <ul style="list-style-type: none"> • Roundtrip domestic air tickets for 2 pax • Baggage allowance: 20kg (check-in) and 7kg (hand carry) • Flexible schedule to accommodate TPB officials, with a preferred departure time from Manila to Cebu at 4 AM on January 30th, and a return from Cebu to Manila at 3 PM on February 2, 2025 • Route: Manila-Cebu-Manila • Reroutable, refundable, and rebookable • Travel Insurance for each TPB official 		Php 100,000.00

TRANSPORTATION

- One (1) Van
- 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
- Maximum use of 18 hours per day inclusive of overtime and driver's fee, overtime, food, parking fees, toll fees (if necessary).
- Inclusive of licensed driver, fuel, applicable parking, driver's meals, toll, and overtime fees.
- Must be equipped with GPS, first aid kit and umbrella
- Driver should have strong navigation skills, uniformed, presentable and well-trained
- Route:
Day 1 – Mactan International Airport (CEB) – Hotel – Waterfront Hotel – Hotel
Day 2 - Hotel – Waterfront Hotel – Hotel
Day 3 - Hotel – Waterfront Hotel – Hotel
Day 4 - Hotel – Mactan International Airport (CEB)

OTHER REQUIREMENTS

- Actual date and number of pax is subject to confirmation one (1) week before the event, provided that there shall be an equitable adjustment in the contract price for the increase/decrease of pax relative to the estimated 2 pax.
- Provide cost per head in case of increase/decrease of pax in relation to the estimated no. of pax
- Any other arrangements that may be mutually agreed upon by TPB and the supplier.

PROJECT IMPLEMENTATION SCHEDULE

Date of Event: 30 January – 02 February 2025

ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:

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.
5. Must have been in operation for at least three (3) years handling at least three (3) similar projects
6. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

LEGAL REQUIREMENTS:


1. PhilGEPS Registration Certificate
2. Business/Mayor's Permit
3. BIR Certificate of Registration
4. Notarized Omnibus Sworn Statement

	ATTACHMENTS: 1. Technical Specifications 2. Statement of Compliance NOTE: 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	PhP100,000.00 inclusive of all applicable fees and taxes		PhP100,000.00

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 **23 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.



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

Contact person: Kristine Heizelle B. Aclan