

REQUEST FOR QUOTATION

January 20, 2025

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

Request for Quotation No. 2025-01-017

REQUIREMENTS: Services of Tour Operator for the TPB's Participation to 32nd Travel Tour Expo (TTE)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																						
1 LOT	<p>SCOPE OF SERVICES/DELIVERABLES</p> <p>A. Accommodation</p> <ul style="list-style-type: none"> Provide hotel accommodation (business-scale) inclusive of daily breakfast complete basic room amenities (daily water, towel, toiletries) on the following dates: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: center;">Dates</th> <th rowspan="2" style="text-align: center;">Hotel must be located</th> <th colspan="2" style="text-align: center;">Number of Rooms <i>*should have single bed per person</i></th> </tr> <tr> <th style="text-align: center;">Twin (featured artisans)</th> <th style="text-align: center;">Triple (TPB personnel)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">06 February 2025</td> <td rowspan="5" style="text-align: center;"><i>Within Mall of Asia (MOA) Compound</i></td> <td style="text-align: center;">1</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">07 February 2025</td> <td style="text-align: center;">1</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">08 February 2025</td> <td style="text-align: center;">1</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">09 February 2025</td> <td style="text-align: center;">1</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">10 February 2025</td> <td colspan="2" style="text-align: center;">Check-out</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Dates are subject to change Must be a Department of Tourism (DOT) accredited establishment <p>B. Land Transportation</p>	Dates	Hotel must be located	Number of Rooms <i>*should have single bed per person</i>		Twin (featured artisans)	Triple (TPB personnel)	06 February 2025	<i>Within Mall of Asia (MOA) Compound</i>	1	4	07 February 2025	1	4	08 February 2025	1	4	09 February 2025	1	4	10 February 2025	Check-out		PhP913,500.00	PhP913,500.00
Dates	Hotel must be located			Number of Rooms <i>*should have single bed per person</i>																					
		Twin (featured artisans)	Triple (TPB personnel)																						
06 February 2025	<i>Within Mall of Asia (MOA) Compound</i>	1	4																						
07 February 2025		1	4																						
08 February 2025		1	4																						
09 February 2025		1	4																						
10 February 2025		Check-out																							

Date	Route	Number of Van Unit
06 February 2025 (ingress)	TPB office – SMX and vice versa; within Metro Manila, as necessary for project errands and airport transfers for featured artisans	1
07 February 2025		
08 February 2025		
09 February 2025		
10 February 2025 (egress)		

- Dates are subject to change
- Van unit year model must be at least 2020 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).
- Includes third-party liability insurance
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit and umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills, uniformed, presentable and well-trained

C. Other Logistics for Artisans

Transportation for Artisans (via air/land)

- Issuance of domestic air tickets for two passengers, including a 40 kg baggage allowance each, for the route Manila-TBA-Manila (with the farthest possible origin being Zamboanga); alternatively, provision of roundtrip van transfers should travel be by land. Supplier should be able to make arrangements for courier requirements of

the weavers for maximum of 50 kg for their loom equipment

Honorarium for Artisans

- Provision of honorarium for maximum of two (2) featured artisans amounting to PhP 6,500.00 per pax per day for 3 days. Should be supported with acknowledgement receipt/voucher.

D. Booth Gamification, Tokens and Giveaways for Presentors and VIPs

- Provision of 500 pcs of canvass bag with “Love the Philippines” logo. Layout to be provided by the TPB.
- Provision of 100 sets of Tokens/Giveaways for Onstage Winners, Presentors and VIPS amounting to PhP 1,500.00 per set.

E. Provision of Food and Beverages

- Provide meals for:

Dates	Meal Requirement	Minimum Guaranteed
06 February 2025 (Ingress)	Lunch and PM snacks <i>*amounting to maximum of PhP 800/pax</i>	10
	Dinner <i>*amounting to maximum of PhP 600/pax</i>	20
07 February 2025 (Opening Day)	Lunch and PM snacks <i>*amounting to maximum of PhP 1,200/pax</i>	35
	Dinner <i>*amounting to maximum of PhP 600/pax</i>	25
08 February 2025	Lunch, PM Snacks and Dinner <i>*amounting to maximum of PhP 1,500/pax</i>	25
09 February 2025	Lunch, PM Snacks and Dinner <i>*amounting to maximum of PhP 1,500/pax</i>	25

- For lunch/dinner: to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert and beverage (soft drinks/juice) packed in a decent biodegradable/ reusable bento box. For snacks: pasta and/or sandwiches are preferred
- Complete dining set-up; Able to provide microwave, table and chairs with linen cover; Should be SMX accredited caterer
- Other F&B: Provide featured delicacy per day amounting to maximum of PhP 5,000.00 per day for 3 days (VIP lounge)
- All meal requirement to be selected and approved by the TPB

F. Provision of Photo and Video Team

- Provision of at least 1 professional videographer, 1 professional photographer and 1 editor to cover the 3-day event and to provide a consolidated output stored in a Hard Drive. Schedule as follows:

Date	Schedule
07 February 2025	7AM – 1PM (To cover opening, booth tour of VIPs, onstage and booth activities)
08 February 2025	1PM – 6PM (To cover onstage and booth activities)
09 February 2025	2PM – 8PM (To cover onstage, booth activities, event closing)

**Schedule subject to change without prior notice*

- Should be able to submit:
 - ✓ 2-3 minute editorial event highlight video to be submitted on 10 February 2025. Must be able to edit and finalize the video as necessary
 - ✓ At least 300 color-enhanced photos

- ✓ Raw photos and videos
- ✓ Daily submission of edited 30-60 second video for social media postings by TPB
- Submitted photos and videos shall be fully owned by the TPB
- All provisions for the photographers and videographers must be inclusive of meals, accommodation, and overtime charges.

G. Printing of Banners

A4 Pull-up Banners

Quantity : 4 pcs
 Size : A4 Size (8.27"x11.69")
 Color Requirement : Full color prints
 Material Composition : Aluminum with pull-up mechanism
 Tarpaulin Material : 10 oz
 Printing Process : Digital
 Packaging : Individually packed in a carrier bag

Other Requirements : Should have sturdy base and clip rail with 2 twist-out pole for assembly
 Print Turnaround : 10 calendar days upon TPB's submission of final layout

Pull-up Banners

Quantity : 2 pcs
 Size : 2.76 ft width x 6.5 ft height
 Stock : Matte Fabric Banner Universal 150 gsm
 Color : Full color on digital printing process
 Finishing : Loose sheets
 Color Requirement : Full color prints
 Material Composition : Aluminum with pull-up mechanism
 Packaging : Individually packed in a cylinder bag with strap/carrier bag
 Other Requirements : Should have sturdy base and clip rail with 2 twist-out pole for assembly
 Print Turnaround : 10 calendar days upon TPB's submission of final layout

H. Other Logistical Requirements

- Provision of booth housekeeper for 5 days (including ingress and egress) with maximum fee of Php 1,500.00 per day. Should be supported with acknowledgement receipt/voucher.

Duties and Responsibilities of Booth Housekeeper:

	<p>1. To facilitate the physical transfer of giveaways, printed collaterals, supplies, equipment, and other items required during the event, between the storage area/s and TPB booth, and delivery vehicle to venue/booth, as needed during the 3-day event</p> <p>2. To secure the storage areas (main storage and mini-storage areas) where TPB property is kept.</p> <p>3. To maintain cleanliness and upkeep of the 135 sqm boothspace</p> <ul style="list-style-type: none"> • Provide a maximum aggregated cost of PhP 3,000.00 for communication/data allowance for TPB personnel • Provide a maximum aggregated cost of PhP 43,000.00 for TPB personnel, sanitary supplies, additional pass-around snacks for VIP lounge, booth supplies, contingency fund and other miscellaneous fees <p>ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • 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 2021-2024; • Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; <p>PROJECT IMPLEMENTATION SCHEDULE What : 32nd TravelTour Expo (TTE) Where : SMX Convention Center Manila When : 06-10 February 2025, inclusive of ingress and egress (indicative dates)</p> <p>APPROVED BUDGET FOR THE CONTRACT (ABC) The ABC is NINE HUNDRED THIRTEEN THOUSAND FIVE HUNDRED PESOS ONLY (₱913,500.00) inclusive of applicable taxes and fees.</p>		
--	---	--	--

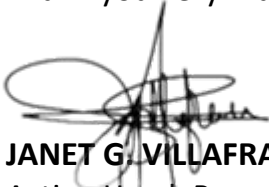
	<p>TERMS OF PAYMENT Send bill arrangement to the TPB after the full completion of requirements. One- time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.</p> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.</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> <p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specifications <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor’s permit 3. Income/Business Tax Return/Tax Clearance 4. Notarized Omnibus Sworn Statement 5. SEC/DTI Certificate of Registration <p>Attachments:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP913,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email address at **soc_torres@tpb.gov.ph** not later than **January 27, 2025 on or before 10:00 A.M.** subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of

delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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. VILLAFRANCA

Acting Head, Procurement Management Division
Finance Department

Contact Person
Contact No.

MR. SOCRATES G. TORRES
(8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: Services of Tour Operator for the TPB’s Participation to 32nd Travel Tour Expo (TTE)

Request for Quotation No. 2025-01-017

[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/DELIVERABLES</p> <p>A. Accommodation</p> <ul style="list-style-type: none"> Provide hotel accommodation (business-scale) inclusive of daily breakfast complete basic room amenities (daily water, towel, toiletries) on the following dates: <table border="1" data-bbox="256 1019 877 1444"> <thead> <tr> <th rowspan="2">Dates</th> <th rowspan="2">Hotel must be located</th> <th colspan="2">Number of Rooms <i>*should have single bed per person</i></th> </tr> <tr> <th>Twin (featured artisans)</th> <th>Triple (TPB personnel)</th> </tr> </thead> <tbody> <tr> <td>06 February 2025</td> <td rowspan="5">Within Mall of Asia (MOA) Compound</td> <td>1</td> <td>4</td> </tr> <tr> <td>07 February 2025</td> <td>1</td> <td>4</td> </tr> <tr> <td>08 February 2025</td> <td>1</td> <td>4</td> </tr> <tr> <td>09 February 2025</td> <td>1</td> <td>4</td> </tr> <tr> <td>10 February 2025</td> <td colspan="2">Check-out</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Dates are subject to change Must be a Department of Tourism (DOT) accredited establishment 	Dates	Hotel must be located	Number of Rooms <i>*should have single bed per person</i>		Twin (featured artisans)	Triple (TPB personnel)	06 February 2025	Within Mall of Asia (MOA) Compound	1	4	07 February 2025	1	4	08 February 2025	1	4	09 February 2025	1	4	10 February 2025	Check-out		
Dates	Hotel must be located			Number of Rooms <i>*should have single bed per person</i>																				
		Twin (featured artisans)	Triple (TPB personnel)																					
06 February 2025	Within Mall of Asia (MOA) Compound	1	4																					
07 February 2025		1	4																					
08 February 2025		1	4																					
09 February 2025		1	4																					
10 February 2025		Check-out																						
2	<p>B. Land Transportation</p> <table border="1" data-bbox="367 1630 1181 1904"> <thead> <tr> <th>Date</th> <th>Route</th> <th>Number of Van Unit</th> </tr> </thead> <tbody> <tr> <td>06 February 2025 (ingress)</td> <td rowspan="5">TPB office – SMX and vice versa; within Metro Manila, as necessary for project errands and airport transfers for featured artisans</td> <td rowspan="5">1</td> </tr> <tr> <td>07 February 2025</td> </tr> <tr> <td>08 February 2025</td> </tr> <tr> <td>09 February 2025</td> </tr> <tr> <td>10 February 2025 (egress)</td> </tr> </tbody> </table>	Date	Route	Number of Van Unit	06 February 2025 (ingress)	TPB office – SMX and vice versa; within Metro Manila, as necessary for project errands and airport transfers for featured artisans	1	07 February 2025	08 February 2025	09 February 2025	10 February 2025 (egress)													
Date	Route	Number of Van Unit																						
06 February 2025 (ingress)	TPB office – SMX and vice versa; within Metro Manila, as necessary for project errands and airport transfers for featured artisans	1																						
07 February 2025																								
08 February 2025																								
09 February 2025																								
10 February 2025 (egress)																								

	<ul style="list-style-type: none"> • Dates are subject to change • Van unit year model must be at least 2020 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). • Includes third-party liability insurance • With daily provision of wet tissues, alcohol, mineral water, mint • First Aid kit and umbrella on board • Equipped with GPS or Waze • Driver should have strong navigation skills, uniformed, presentable and well-trained 												
3	<p>C. Other Logistics for Artisans Transportation for Artisans (via air/land)</p> <ul style="list-style-type: none"> • Issuance of domestic air tickets for two passengers, including a 40 kg baggage allowance each, for the route Manila-TBA-Manila (with the farthest possible origin being Zamboanga); alternatively, provision of roundtrip van transfers should travel be by land. Supplier should be able to make arrangements for courier requirements of the weavers for maximum of 50 kg for their loom equipment <p>Honorarium for Artisans</p> <ul style="list-style-type: none"> • Provision of honorarium for maximum of two (2) featured artisans amounting to PhP 6,500.00 per pax per day for 3 days. Should be supported with acknowledgement receipt/voucher. 												
4	<p>D. Booth Gamification, Tokens and Giveaways for Presentors and VIPs</p> <ul style="list-style-type: none"> • Provision of 500 pcs of canvass bag with "Love the Philippines" logo. Layout to be provided by the TPB. • Provision of 100 sets of Tokens/Giveaways for Onstage Winners, Presentors and VIPS amounting to PhP 1,500.00 per set. 												
5	<p>E. Provision of Food and Beverages</p> <ul style="list-style-type: none"> • Provide meals for: <table border="1" data-bbox="367 1646 1181 1937"> <thead> <tr> <th>Dates</th> <th>Meal Requirement</th> <th>Minimum Guaranteed</th> </tr> </thead> <tbody> <tr> <td rowspan="2">06 February 2025 (Ingress)</td> <td>Lunch and PM snacks <i>*amounting to maximum of PhP 800/pax</i></td> <td>10</td> </tr> <tr> <td>Dinner <i>*amounting to maximum of PhP 600/pax</i></td> <td>20</td> </tr> <tr> <td>07 February 2025 (Opening Day)</td> <td>Lunch and PM snacks <i>*amounting to maximum of PhP 1,200/pax</i></td> <td>35</td> </tr> </tbody> </table>	Dates	Meal Requirement	Minimum Guaranteed	06 February 2025 (Ingress)	Lunch and PM snacks <i>*amounting to maximum of PhP 800/pax</i>	10	Dinner <i>*amounting to maximum of PhP 600/pax</i>	20	07 February 2025 (Opening Day)	Lunch and PM snacks <i>*amounting to maximum of PhP 1,200/pax</i>	35	
Dates	Meal Requirement	Minimum Guaranteed											
06 February 2025 (Ingress)	Lunch and PM snacks <i>*amounting to maximum of PhP 800/pax</i>	10											
	Dinner <i>*amounting to maximum of PhP 600/pax</i>	20											
07 February 2025 (Opening Day)	Lunch and PM snacks <i>*amounting to maximum of PhP 1,200/pax</i>	35											

	Dinner <i>*amounting to maximum of PhP 600/pax</i>	25
08 February 2025	Lunch, PM Snacks and Dinner <i>*amounting to maximum of PhP 1,500/pax</i>	25
09 February 2025	Lunch, PM Snacks and Dinner <i>*amounting to maximum of PhP 1,500/pax</i>	25

- For lunch/dinner: to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert and beverage (soft drinks/juice) packed in a decent biodegradable/ reusable bento box. For snacks: pasta and/or sandwiches are preferred
- Complete dining set-up; Able to provide microwave, table and chairs with linen cover; Should be SMX accredited caterer
- Other F&B: Provide featured delicacy per day amounting to maximum of PhP 5,000.00 per day for 3 days (VIP lounge)
- All meal requirement to be selected and approved by the TPB

6

F. Provision of Photo and Video Team

- Provision of at least 1 professional videographer, 1 professional photographer and 1 editor to cover the 3-day event and to provide a consolidated output stored in a Hard Drive. Schedule as follows:

Date	Schedule
07 February 2025	7AM – 1PM (To cover opening, booth tour of VIPs, onstage and booth activities)
08 February 2025	1PM – 6PM (To cover onstage and booth activities)
09 February 2025	2PM – 8PM (To cover onstage, booth activities, event closing)

**Schedule subject to change without prior notice*

- Should be able to submit:
 - ✓ 2-3 minute editorial event highlight video to be submitted on 10 February 2025. Must be able to edit and finalize the video as necessary
 - ✓ At least 300 color-enhanced photos
 - ✓ Raw photos and videos
 - ✓ Daily submission of edited 30-60 second video for social media postings by TPB

	<ul style="list-style-type: none"> Submitted photos and videos shall be fully owned by the TPB All provisions for the photographers and videographers must be inclusive of meals, accommodation, and overtime charges. 	
7	<p>G. Printing of Banners A4 Pull-up Banners Quantity : 4 pcs Size : A4 Size (8.27"x11.69") Color Requirement : Full color prints Material Composition : Aluminum with pull-up mechanism Tarpaulin Material : 10 oz Printing Process : Digital Packaging : Individually packed in a carrier bag Other Requirements : Should have sturdy base and clip rail with 2 twist-out pole for assembly Print Turnaround : 10 calendar days upon TPB's submission of final layout</p> <p>Pull-up Banners Quantity : 2 pcs Size : 2.76 ft width x 6.5 ft height Stock : Matte Fabric Banner Universal 150 gsm Color : Full color on digital printing process Finishing : Loose sheets Color Requirement : Full color prints Material Composition : Aluminum with pull-up mechanism Packaging : Individually packed in a cylinder bag with strap/carrier bag Other Requirements : Should have sturdy base and clip rail with 2 twist-out pole for assembly Print Turnaround : 10 calendar days upon TPB's submission of final layout</p>	
8	<p>H. Other Logistical Requirements</p> <ul style="list-style-type: none"> Provision of booth housekeeper for 5 days (including ingress and egress) with maximum fee of PhP 1,500.00 per day. Should be supported with acknowledgement receipt/voucher. <p><i>Duties and Responsibilities of Booth Housekeeper:</i></p> <ol style="list-style-type: none"> To facilitate the physical transfer of giveaways, printed collaterals, supplies, equipment, and other items required during the event, between the storage area/s and TPB booth, and delivery vehicle to venue/booth, as needed during the 3-day event To secure the storage areas (main storage and mini-storage areas) where TPB property is kept. To maintain cleanliness and upkeep of the 135 sqm boothspace <ul style="list-style-type: none"> Provide a maximum aggregated cost of PhP 3,000.00 for communication/data allowance for TPB personnel Provide a maximum aggregated cost of PhP 43,000.00 for TPB personnel, sanitary supplies, additional pass-around snacks for VIP lounge, booth supplies, contingency fund and other miscellaneous fees 	
9	ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS	

	<ul style="list-style-type: none"> • 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 2021-2024; • Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; 	
10	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>What : 32nd TravelTour Expo (TTE)</p> <p>Where : SMX Convention Center Manila</p> <p>When : 06-10 February 2025, inclusive of ingress and egress (indicative dates)</p>	
11	<p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The ABC is NINE HUNDRED THIRTEEN THOUSAND FIVE HUNDRED PESOS ONLY (₱913,500.00) inclusive of applicable taxes and fees.</p>	
12	<p>TERMS OF PAYMENT</p> <p>Send bill arrangement to the TPB after the full completion of requirements. One- time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.</p> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.</p>	
13	<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>	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date