

26 March 2025

**REQUEST FOR QUOTATION**

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

**RFQ No.** : TPB-RFQ 2025.03.094  
**PR No.** : 2025.03.026  
**Requirements** :SERVICE PROVIDER FOR THE LOGISTICAL REQUIREMENTS, INCLUDING KEY OPINION LEADERS’ COVERAGE AND OTHER REQUIREMENTS OF THE PHILIPPINES’ PARTICIPATION IN THE ARABIAN TRAVEL MARKET 2025

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)				
1 lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b>            The Tourism Promotions Board (TPB) is inviting qualified Tour Operator/ Destination Management Companies or other suppliers providing similar services to organize and implement the logistical requirements of the Key Opinion Leaders’ Coverage relative to the Philippine Participation in the ATM 2025.</p> <p>A. Transportation services based on the following:</p> <ul style="list-style-type: none"> <li>• Two (2) transportation vehicles, preferably 6-seater van x 7 days</li> <li>• 2022 model or newer</li> <li>• Inclusive of licensed driver, fuel, applicable parking, driver’s meals, toll and overtime fees.</li> <li>• One (1) luggage van for airport and hotel transfers</li> <li>• Tentative transportation schedule</li> </ul> <table border="1" data-bbox="316 1742 922 1977"> <thead> <tr> <th>Date</th> <th>Particulars</th> </tr> </thead> <tbody> <tr> <td>25 April 2025</td> <td> <ul style="list-style-type: none"> <li>• Arrive Dubai, UAE (Dubai International Terminal 3)</li> <li>• Hotel Transfers (SIRO One Za'abeel)</li> </ul> </td> </tr> </tbody> </table>	Date	Particulars	25 April 2025	<ul style="list-style-type: none"> <li>• Arrive Dubai, UAE (Dubai International Terminal 3)</li> <li>• Hotel Transfers (SIRO One Za'abeel)</li> </ul>	PhP995,200.00	PhP995,200.00
Date	Particulars						
25 April 2025	<ul style="list-style-type: none"> <li>• Arrive Dubai, UAE (Dubai International Terminal 3)</li> <li>• Hotel Transfers (SIRO One Za'abeel)</li> </ul>						

26 April 2025	<ul style="list-style-type: none"> <li>• Coordination meeting with TPB, Organizer and Booth Contractor (Venue: TBC)</li> <li>• Inspection of Philippine stand (Dubai World Trade Centre)</li> </ul>		
28 April 2025	<ul style="list-style-type: none"> <li>• Opening Ceremony and Ribbon Cutting (Dubai World Trade Centre)</li> <li>• Cocktail Reception</li> </ul>		
29 April – 01 May 2025	<ul style="list-style-type: none"> <li>• ATM 2025 B2B appointments</li> <li>• (Dubai World Trade Centre)</li> </ul>		
02 May 2025	<ul style="list-style-type: none"> <li>• Depart Dubai, UAE</li> <li>• (Dubai International Terminal 3)</li> </ul>		
03 May 2025	<ul style="list-style-type: none"> <li>• Arrival in Manila</li> </ul>		
<p>B. Provision of cultural and market immersion, and technical inspections to include tour guides, AM, Lunch and PM meals and entrance fees for four (4) to any of the following:</p> <ul style="list-style-type: none"> <li>• Museum Experience</li> <li>• Gastronomy Experience</li> <li>• Other Tourist Educational Experiences</li> </ul> <p>C. Provision of accommodation for the two (2) KOL representatives</p> <ul style="list-style-type: none"> <li>• Two (2) standard single occupancy room for 7 nights in a 3/4-star hotel or boutique hotel in Dubai</li> </ul> <p>D. Provision of Per Diems allowance for two (2) KOL representatives (USD100 x 7 days x 2 pax)</p> <p>E. Administrative Services</p> <ul style="list-style-type: none"> <li>• One (1) Group Coordinator with at least 3-years of relevant experience to manage the itinerary.</li> <li>• Provision of exhibitors’ badges for the participants</li> </ul>			


	<ul style="list-style-type: none"> <li>• Assistance in securing accommodation/ hotel and restaurant reservations, as needed; and</li> <li>• Assistance on travel and immigration documents for the entire delegation to include payment of Visa fees, if needed.</li> <li>• Provision of miscellaneous expense in the amount of SIX THOUSAND THREE HUNDRED EMIRATI DIRHAMS (AED6,300.00), billing should be based on actual cost)</li> </ul> <p><b>QUALIFICATIONS</b></p> <ol style="list-style-type: none"> <li>1. Must be a duly registered Philippine company engaged in the business as a Tour Operator /Destination Management Company with experience in event organization and implementation.</li> <li>2. Must be in operation for at least three (3) years.</li> </ol> <p><b>PROJECT IMPLEMENTATION SCHEDULE:</b> Date: 28 April - 01 May 2025; Venue: Dubai, UAE</p> <p><b>TERMS OF PAYMENT:</b></p> <p>Payment will be made in two (2) tranches following the submission of the listed requirements:</p> <p>First Tranche - 50% of payment - Upon the approval of the final official flight itinerary and proof of transportation and accommodation reservation</p> <p>Second Tranche Final Payment -Complete delivery of scope of services and its supporting documents and issuance of issuance of Certificate of Project Completion.</p>		
	<p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor’s Permit</li> <li>3. Latest Income/ Business Tax Return</li> <li>4. Notarized Revised Omnibus Sworn Statement</li> </ol> <p><b>ADDITIONAL TECHNICAL REQUIREMENTS:</b></p>		

	1. Company Profile 2. SEC/DTI/ CDA Registration Certificate  <b>ATTACHMENTS:</b> 1. Technical Specifications 2. Revised Omnibus Sworn Statement 3. Statement of Compliance with the Technical Specifications  <b>NOTE:</b> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days.		
<b>Terms</b>	As stated		
<b>ABC</b>	The Approved Budget for the Contract (ABC) is inclusive of all applicable fees and taxes		<b>PhP995,200.00</b>

Please submit your **quotation** together with the **legal and technical documents** duly signed by your authorized representative to email address [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 **02 April 2025 at 05:00 PM**, subject to the Terms and Conditions stated herein.

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.

  
**GENESIS WEIYN B. LEE**  
Officer-in-Charge  
Procurement Management Division

**CONTACT PERSON: KRISTINE HEIZELLE B. ACLAN**