

16 June 2017

**REQUEST FOR QUOTATION**

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

**Quotation No. TPB-PR 2017-06-312**

**Requirements: Tour Services for the Conduct of Product Update in Region III  
(Bataan, Tarlac and Baler, Aurora)**

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p><b>IMPLEMENTATION CONDUCT OF PRODUCT UPDATE TOUR (15-20 pax)</b></p> <p><b>SCOPE OF WORK/DELIVERABLES:</b></p> <ul style="list-style-type: none"> <li>• Room Accommodation               <ul style="list-style-type: none"> <li>✓ Deluxe category for four (4) nights (with breakfast)</li> <li>✓ Based on Twin Sharing Occupancy.</li> <li>✓ Seven (7) rooms</li> </ul> </li> <li>• <b>Land transportation</b> <ul style="list-style-type: none"> <li>✓ For 15-20 pax passenger</li> <li>✓ Air conditioned</li> <li>✓ Provision for 2 vans or coaster</li> </ul> </li> <li>• Required Tours and activities for 15-20 pax</li> <li>• DOT Accredited Local Tour Coordinator / Guide</li> <li>• Services of a Licensed / Accredited local English-speaking Tour Guide</li> <li>• Lunch and Dinner with one (1) round of drinks 15-20 pax (choice of: beer, bottled water, juice or soft drinks) – restaurant can cater for tourist and offer Filipino Food</li> <li>• AM/PM Snacks 15-20 pax</li> <li>• Entrance Fees/Environmental Fees</li> <li>• Airport and Ferry Terminal Fees</li> <li>• Ferry/Boat Transfers if any</li> <li>• Porter Fees</li> <li>• Travel Insurance</li> <li>• Provision for bottled water during the tours, facial wipes and first-aid kit</li> <li>• Provision for incidental charges as the need arises</li> </ul> <p><b>ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.</li> </ul>	Php 495,000.00	Php 495,000.00

	<p><b>III. SPECIAL/ADDITIONAL REQUIREMENTS</b></p> <p>The Travel and Tour Operators must be:</p> <ul style="list-style-type: none"> <li>• DOT-accredited establishment.</li> <li>• Engaged in the business as travel and tour operator for at least five (2) years at the date and time of the opening of bids.</li> <li>• At least five (2) years experiences and expertise in inbound (domestic) travel.</li> <li>• Participated in TPB road shows abroad for the past five (2) years.</li> <li>• Hotels and resorts used for the tours should be DOT-accredited and should be Deluxe. Moreover, tour guides and tourist transport companies should be DOT-accredited</li> <li>• Shall work on a five (5) pax minimum guarantees and would be paid according to actual number of pax serviced and delivered which shall not exceed the ABC.</li> <li>• Willing to provide services on “send-bill” arrangement.</li> <li>• Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines.</li> <li>• <b><u>Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components.</u></b></li> </ul> <p><b>PROJECT OFFICERS/CONTACT PERSONS</b></p> <p><b>MS. MICHELLE S. ALCANTARA</b>  Email address: <a href="mailto:michelle_alcantara@tpb.gov.ph">michelle_alcantara@tpb.gov.ph</a>  Tel. No: 525-1255 / 525-9318 local 268</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 495,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **28 June 2017, 2:00 p.m.** in a **SEALED QUOTATION**, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

**REMIGIO U. PAGADUAN**  
Officer – In – Charge  
Procurement and General Services Division



**Omnibus Sworn Statement**

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REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_