

05 May 2018

## REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2018-05-268

Requirements: **Services of a Tour Operator**

Project: **Product Update 2018 in Catanduanes-Caramoan**

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p><b>I. BACKGROUND:</b> The Tourism Promotions Board through its Domestic Promotions Department will conduct its Product Update / Inventory in Catanduanes – Caramoan.</p> <p><b>II. SCOPE OF WORK/DELIVERABLES:</b></p> <ol style="list-style-type: none"> <li>Land Transportation preferably a van (Grandia, <i>at least</i> 2016 Model) <ol style="list-style-type: none"> <li>4 vans, 5 days (May 23 – 27, 2018), and ;</li> <li>airport transfer on May 28, 2018</li> </ol> </li> <li>Accommodation (30 pax) <ul style="list-style-type: none"> <li>Hotels and resorts used for the tours should be DOT-accredited, should be Deluxe and preferably where the guests are staying</li> <li>Inclusive of breakfast</li> <li>Please see itinerary for check in and check out dates</li> <li>Inclusive Dates: May 23, 25, 26, 27 in Virac, Catanduanes – preferably <i>Lucky Hotel</i> <ol style="list-style-type: none"> <li>12 twin sharing rooms (4 nights)</li> <li>6 single rooms for (4 nights)</li> </ol> </li> </ul> </li> <li>Whole day tour in Caramoan Island with lunch for 30 pax (see attached Itinerary) <ol style="list-style-type: none"> <li>2 pump boats for island hopping</li> <li>Tour guide</li> <li>Lunch and snacks, with mineral water on board</li> <li>Medicine kit / First aid kit</li> </ol> </li> <li>Networking dinner on the May 27, 2018 at <i>ARDCI Hotel</i>, with B2B of the product update participants with the Local Government units, Travel and Tour agencies, and other industry partners (100 pax)</li> </ol> <p><b>III. SPECIAL/ADDITIONAL REQUIREMENTS</b> The Travel and Tour Operators must be:</p> <ul style="list-style-type: none"> <li>Catanduanes-based tour operator</li> <li>DOT-accredited establishment</li> </ul>	Php 400,000.00	Php 400,000.00

	<ul style="list-style-type: none"> <li>Engaged in the business as travel and tour operator for at least two (2) years at the date and time of the opening of bids</li> <li>At least two (2) years experiences and expertise in inbound (domestic) travel</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>Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components</li> </ul>		
Terms	30 days upon receipt of invoice		
ABC	Php 400,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **11 May 2018**, 10:00 a.m. in a thru email address [pgsd@tpb.gov.ph](mailto:pgsd@tpb.gov.ph) cc: [maria\\_ponting@tpb.gov.ph](mailto:maria_ponting@tpb.gov.ph), 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.

**EMMANUEL A. ZARATE**

Officer – In – Charge

Procurement and General Services Division

Contact Person                      MARIA SALVE CATRIONA U. PONTING  
Contact No                              525-93-18 loc 217

Price Validity shall be for a period of thirty (30) calendar days.

Kindly submit the following documents for eligibility:

- PhilGEPS Membership/Certificate
- Mayor’s Permit /Business Permit (valid)
- Business/Income Tax Return
- Notarized Omnibus Sworn Statement (See Annex A for the format)
- DOT Accreditation Certificate

**Omnibus Sworn Statement**

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

**A F F I D A V I T**

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]

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