

17 May 2018

## REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2018-05-303**

**Requirements: Tour Operator Services for Seoul Bloggers' PPS Coverage**

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p><b>I. Background</b></p> <p>In anticipation of Boracay's 6-month closure, the Tourism Promotions Board and Department of Tourism Korea are organizing a familiarization trip for Seoul-based social media influencers to showcase an alternative destination in Korea at the same time support Philippine Airlines' plans to operate a direct flight to Puerto Princesa.</p> <p>Seoul Bloggers' PPS Coverage Details  Travel Period: 26-30 May 2018  Duration of Stay: 5 days/4nights</p> <p><b>II. Details of the Event</b></p> <p>Venue : Puerto Princesa  Expected Number of Foreign Participants : 9 pax  Total no. of participants : 10 pax (including DOT &amp; TPB officers)</p> <p>The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine tour operators to provide and manage the tour and transportation requirements of the abovementioned event based on the following guidelines:</p> <p><b>III. Scope of Services</b></p> <p>1. DOMESTIC AIRTICKET</p> <ul style="list-style-type: none"> <li>Can book ten (10) roundtrip domestic air tickets from Manila - Puerto Princesa – Manila flight on the below flight schedules</li> </ul> <p><b>26 May 2018 PR 2789 ETD in Manila: 16:30H</b>  <b>29 May 2018 PR 2786 ETD in PPS: 15:10H</b></p> <ul style="list-style-type: none"> <li>Each passenger should have 20 kgs baggage allowance.</li> <li>Air tickets should be rebookable, refundable and reroutable</li> <li>Preferably Philippine Airlines.</li> </ul>	Php 775,600.00	Php 775,600.00

	<p>2. <b>TRAVEL INSURANCE for 10 pax</b></p> <p>3. <b>ACCOMMODATION</b></p> <p><b>3.1 Puerto Princesa</b></p> <ul style="list-style-type: none"> <li>- A resort/hotel in Puerto Princesa that can provide Ten (10) single deluxe rooms with breakfasts on 26-29 May 2018, preferably Princesa Garden Resort or similar category.</li> </ul> <p><b>3.2 METRO MANILA</b></p> <ul style="list-style-type: none"> <li>- A 4-5 star DOT-accredited hotel in Entertainment City, Pasay, or Makati City that can provide Ten (10) single rooms with breakfast on 29-30 May 2018, preferably COD Hyatt, New World Hotel Makati, Fairmont or similar category.</li> </ul> <p>4. <b>TOURS AND OTHER ACTIVITIES with DOT ACCREDITED KOREAN-SPEAKING GUIDE</b> (see attached itinerary for the daily activities)</p> <p><b>4.1 St. Paul Underground River Tour</b></p> <p><b>4.2 Iwahig Firefly Watching Activity</b></p> <p><b>4.3 Honda Bay Island Hopping with lunch, and possible facility of 1 scuba dive for licensed participants</b></p> <p><b>4.4 PPS City and Shopping Tour</b></p> <p><b>4.5 Manila rolling and/or shopping tour in SM MOA or Ayala Commercial Center</b></p> <p>2. <b>TRANSPORTATION (see attached itinerary)</b></p> <ul style="list-style-type: none"> <li>- Can provide coaster as transportation in Manila and Puerto Princesa from 26-30 May 2018. (see attached itinerary for the timetable)</li> <li>- Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following: <ul style="list-style-type: none"> <li>• Uniformed, presentable and trained drivers</li> <li>• Gasoline, toll and parking fees</li> <li>• Dispatcher / coordinator per vehicle</li> </ul> </li> <li>- Provision of first aid kit and hygiene kit onboard</li> <li>- Provision of proper, approved, clean signage for the vehicles</li> <li>- Provision of snacks on board</li> </ul> <p>3. <b>MEALS and BEVERAGES</b></p> <ul style="list-style-type: none"> <li>- Can arrange lunch, snacks and dinner from 26-30 May 2018. (Refer to the attached itinerary)</li> </ul> <p>4. <b>Tour Coordinator</b></p> <ul style="list-style-type: none"> <li>- To provide cash advances for snacks and other onsite tour related expenses.</li> </ul>		
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	<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>- Coordination with TPB in all other matters required for the smooth implementation of the tour.</li> <li>- Designation of a point person who will coordinate with TPB</li> </ul> <p><b>IV. Eligibility Requirements</b></p> <ol style="list-style-type: none"> <li>1. Must be a Department of Tourism (DOT) accredited Tour Operator.</li> <li>2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).</li> <li>3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.</li> <li>4. Must have a professional track record in handling international groups within the last year.</li> <li>5. Must have handled at least three (3) government projects / events</li> <li>6. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.</li> <li>7. Must have the capacity to provide first class services.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Php 775,600.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **22 May 2018**, 5:00 p.m. 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 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:

- a. PhilGEPS Membership/Certificate
- b. Mayor's Permit /Business Permit (valid)
- c. Business/Income Tax Return
- d. Notarized Omnibus Sworn Statement

- e. DOT Accreditation Certificate
- f. List of international groups/events or foreign clients handled and list of handled TPB projects participated in the last two (2) years

### 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]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_