

Request for Quotation

03 May 2018

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

Quotation No. TPB-RFQ 2018-05-260

PR NO. 5.004

Requirements:

Tour Operator Services

Project Title:

Air Asia Shenzhen – Cebu Flight KOL Familiarization Tour

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p>Tour Operator Services in Cebu, Bohol and Manila on 10 – 14 May 2018</p> <p><i>Details of the Event</i> Date : 10 – 14 May 2018 Venue : Cebu, Bohol and Manila No. of Participants : 8 pax</p> <p><i>Scope of Services</i></p> <ul style="list-style-type: none"> HOTEL ACCOMMODATION REQUIREMENTS: <p>A) Tour operator to provide hotel accommodation in the following establishments:</p> <ul style="list-style-type: none"> Shangri-la Resort Mactan on 10-11 May: Two Single and Two twin sharing rooms with buffet breakfast Bluewater Sumilon on 11-12 May : Two Single and Two twin sharing rooms with buffet breakfast Kasai Village Resort and Spa on 12-13 May: Two Single and Two twin sharing rooms with buffet breakfast Bluewater Maribago 13-14 May : Two Single and Two twin sharing rooms with buffet breakfast <p>B) Tour operator to provide hotel accommodation in Bohol:</p> <ul style="list-style-type: none"> Two Single and Two twin sharing 	Php679,500.00	Php679,500.00

	<p>rooms with buffet breakfast</p> <ul style="list-style-type: none"> • Hotel accommodation shall be coordinated with the TPB officer. <p>Target hotels are:</p> <ul style="list-style-type: none"> ○ Amorita Resort ○ Bohol Beach Club ○ South Palms <p>Note:</p> <ul style="list-style-type: none"> • Total cost of accommodation should be based on actual room expenses; • Secured sponsorships should be deducted from the total expenses <p>Tour Guide Requirements:</p> <ul style="list-style-type: none"> • Two (2) DOT Accredited Tour Guide for Cebu and Bohol • Tour guide based in Cebu or Bohol who can speak fluent in Mandarin and English, knowledgeable not only about Cebu and Bohol but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on <u>10-14 May 2018</u>. <p>Transportation Requirements:</p> <ul style="list-style-type: none"> • Provision of two (2) vans one for the Cebu Leg and one for the Bohol Leg 6 pax plus luggage for arrival and departure transfers and city tours based on the attached itinerary from 10-14 May 2018. • Provision of a tour vehicle with proper signage / labels and other amenities such as mineral waters and wet towels/wipes for each participant. <p>Tour Activities: Tour Activities for the group that provides the following on 10-14 May 2018</p> <p>Cebu Leg</p> <ul style="list-style-type: none"> • Entrance fees for the city tour and shooting activity (see attached itinerary) • Tour operator to provide miscellaneous such as environmental fees, etc. indicated in the itinerary. 		
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	<p>Bohol Leg</p> <ul style="list-style-type: none"> • Entrance fees for the city tour and shooting activity (see attached itinerary) • Boat and snorkeling equipment for island hopping at Bohol with lunch at Balicasag Island on 11 May 2018; • Entrance fees and activities at Danao Adventure Park on 12 May 2018; • Lunch at Loboc Floating Restaurant on 13 May 2018; • Tour operator to provide miscellaneous such as environmental fees, etc. indicated in the itinerary. <p>Other Requirements:</p> <p>A. Provision of the following on complimentary basis:</p> <ul style="list-style-type: none"> - Land transportation with the following: <ul style="list-style-type: none"> • Medicine kit • Cold water and towels • Candies or snacks - Two Mandarin Speaking guides from 10 – 14 May 2018 - Coordination with TPB in all other matters required for the smooth implementation of the itinerary; - Designation of a point person who will coordinate with TPB. <p>Budget:</p> <p>The allotted budget is PHP 679,500.00 (inclusive of all applicable taxes).</p> <p>Payment Procedure:</p> <p>Send bill to the TOURISM PROMOTIONS BOARD – ATTN: James A. Sy, after the completion of services</p> <p>Evaluation Procedure:</p> <p>The winning bid shall be selected not solely based on the amount of bid, provided that the</p>		
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	amount of bid does not exceed the above total budget.		
Terms	30 days upon receipt of invoice		
Delivery	15 days after received P.O		
ABC	Php679,500.00 inclusive of all applicable taxes		

The last day for submission of **quotation** is not later than 3:00 p.m on **08 May 2018**, email at farhan_ambiong@tpb.gov.ph or thru fax no. 526-5971, 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

FARHAN M. AMBIONG

Contact No

525-9318 loc 208

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

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificates
2. Mayor`s Permit/License (Valid and current)
3. Income/Business Tax Return
4. Company Profile/Reference
5. PhilGEPS Certificate/Membership
6. Notarized Omnibus Sworn Statement (See Attached “Annex A”)

Omnibus Sworn Statement

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 _____