

Request for Quotation

04 March 2019

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

Quotation No. TPB-RFQ 2019-03-173

PR NO. 2.123

Requirements: Services of a Tour Operator

Project Title: 7th Union Asia Pacific Regional Conference on April 23 – 26, 2019
Philippine International Convention Center

| Qty | Particulars | Estimated Unit Price | Estimated Total Amount |
|-------|--|----------------------|------------------------|
| Lot 1 | <p>Services of a Tour Operator for 7th Union Asia Pacific Regional Conference on April 23 – 26, 2019 at the Philippine International Convention Center</p> <p><u>Background:</u></p> <p>The PCCP will spearhead the Philippines` hosting of The Union Asia Pacific Regional Conference (APRC) on 23 – 26 April 2019 at the Philippine International Convention Center. It expects to gather some 2,000 delegates from the Asia-Pacific region with invited recognized authorities from Asia, Europe and America.</p> <p>This biennial international meeting entails discussion on the progress in the implementation of the End Tuberculosis (TB) Strategy, the status of the TB-HIV co-epidemic, the gains in tobacco control and the management of common conditions like asthma and pneumonia in poor countries. It encourages the sharing of best practices and policies as well as the engagement of government, the private sector and the civil society.</p> <p><u>Number of Guests:</u></p> <p>Total number of 50 pax</p> <p><u>Scope of Work/Deliverables:</u></p> <ul style="list-style-type: none"> • Wow Tourist jeepney or colourful aircon jeepney (for approval of TPB) for the roundtrip transfers of tour participants from PICC to Intramuros. • Entrance fees to/provision of tours ** of (but not limited to) Fort Santiago, Casa Manila, San Agustin Baluarte de San Diego. • DOT-accredited English-speaking guide (for approval/screening of TPB); being former member of the Mabuhay Guides is an advantage. | Php175,000.00 | Php175,000.00 |

| | | | |
|----------|---|--|--|
| | <ul style="list-style-type: none"> • Uniformed tour coordinator (TBEX Organizer button pin to be provided by TPB). • Refreshments and snacks to form part of the tour (e.g. light snacks to be served at Fort Santiago/patio of Casa Manila/The Manila Collectible Company). • Cold towels and bottled water. • First Aid Kit on board the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, etc.). • In case of rain, provision of raincoats and golf umbrellas. <p><u>Eligibility Requirements:</u></p> <ul style="list-style-type: none"> • Must be a Department of Tourism (DOT) accredited establishment. • Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS). • Must have handled at least three (3) government projects/events. <p><u>Technical Eligibility:</u></p> <ul style="list-style-type: none"> • Company Profile • PhilGEPS Certificate/Registration • DOT Accreditation/Certificate • SEC/DTI Certificate/Registration • Valid and current Mayor’s permit/municipal license • List of the three (3) government projects/events <p><u>Approved Budget of the Contract:</u></p> <p>Php175, 000.00 inclusive of all applicable taxes.</p> <p><u>Payment Terms:</u></p> <ul style="list-style-type: none"> • Send bill to the Tourism Promotions Board after the completion of services. • 30 – days upon receipt of invoice. <p><u>Evaluation Procedure:</u></p> <p>The winning bid shall be selected, not solely based on the amount of bid and eligibility requirements, but the capability to provide the required services. The amount of bid should not exceed the above total budget.</p> | | |
| Terms | 30 days upon receipt of invoice | | |
| Delivery | 15 days after received P.O | | |
| ABC | Php175,000.00 inclusive of all applicable taxes | | |

The last day for submission of **quotation** is not later than 10:00 a.m on **08 March 2019**, 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.

NILO C. ABON

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 Certificates*
2. *Business Permit/Certification*
3. *TIN Certificate/Registration*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership*
6. *Notarized Omnibus Sworn Statement*

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 _____