

## Request for Quotation

18 March 2019

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

**Quotation No. TPB-RFQ 2019-03-241**

PR NO. 3.040

**Requirements:** Services of a Tour Operator

**Project Title:** Philippine Tourism Destination Inventory in Bukidnon/Mis Occidental  
April 10 – 13, 2019

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
Lot 1	<p><b>Services of a Tour Operator for Philippine Tourism Destination on April 10 – 13, 2019 in Bukidnon/Mis Occidental</b></p> <p><b><u>Background:</u></b></p> <p>The Tourism Promotions Board through one of its Domestic Promotions Department will conduct a PHILIPPINE TOURISM DESTINATION INVENTORY during KAAMULAN FESTIVAL 2018 from April 10-13, 2019.</p> <p>The objectives are as follows:</p> <ol style="list-style-type: none"> <li>1. To promote the authentic culture of the ethnic cultural festival</li> <li>2. To showcase the culture and tradition of the 7 seven ethnical tribal groups</li> <li>3. To present the importance of culture tourism in the Philippines</li> </ol> <p>The Tourism Promotions Board shall bid out the said coverage which shall be opened for public bidding to qualify and classified into one (1) lot identified below: <i>(Please refer to the attached Technical Specifications)</i></p> <p><b><u>Scope of Work/Deliverables:</u></b></p> <p>TPB is in need of a tour operator that will undertake during the requirements for the above-mentioned project and the services provided in the Technical Specifications : <i>(Please refer to the attached Technical Specifications)</i></p>	Php950,000.00	Php950,000.00

	<p><b><u>Eligibility Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Must be DOT Accredited</li> <li>• Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS)</li> <li>• Must be a member of DOT recognized organizations</li> <li>• Must have handled at least three (3) government projects/events</li> <li>• Must be a Local Tour Operator/Travel Agency of Region X – Northern Mindanao</li> </ul> <p><b><u>Invitation to Suppliers:</u></b></p> <p>The winning bidders shall be determined in accordance with the process of R.A. 9184 and it's Revised Implementing Rules and Regulations. Award shall be based on the Lowest Calculated Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.</p> <p><b><u>Project Officers/Contract Persons:</u></b></p> <p><b>ALBERTO B. GADIA JR.</b> Domestic Promotions Department E-mail address: alberto_gardia@tpb.gov.ph /Tel. No: 525-1255/525-9318 loc. 268</p> <p><b><u>Budget:</u></b></p> <p>The allotted budget is <b>Php950,000.00</b> (inclusive of all applicable taxes).</p> <p><b><u>Payment Procedure:</u></b></p> <p>Send bill to the Tourism Promotions Board – <b>Attn: Alberto B. Gadia Jr.</b>, after the completion of services.</p> <p><b><u>Evaluation Procedure:</u></b></p> <p>The wining bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget.</p> <p><b><u>Note:</u></b> <i>Please be informed that this requirement have two different Itinerary of Travel. One is for the COO – TPB and the other one is for the project implementation itself.</i></p>		
Terms	30 days upon receipt of invoice		
Delivery	15 days after received P.O		
ABC	<b>Php950,000.00</b> inclusive of all applicable taxes		

The last day for submission of **quotation** is not later than 10:00 a.m on **22 March 2019**, email at [farhan\\_ambiong@tpb.gov.ph](mailto: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	<b>FARHAN M. AMBIONG</b>
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**

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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. \_\_\_\_\_

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

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