

## Request for Quotation

**22 March 2019**

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

**Quotation No. TPB-RFQ 2019-03-266**

PR NO. 3.152

**Requirements:** Services of a Tour Operator

**Project Title:** Kaamulan Festival 2019 Media Coverage on April 10 – 13, 2019  
Malaybalay City, Bukidnon

Qty	Particulars	Estimated Total Amount
Lot 1	<p><b>Services of a Tour Operator for Kaamulan Festival 2019 Media Coverage on April 10 – 13, 2019 in Malaybalay City, Bukidnon</b></p> <p><u><b>Objective:</b></u></p> <p>Tourism Promotions (TPB), in partnership with the Department of Tourism Northern Mindanao, will participate in the “Kaamulan Festival 2019” from April 10-13, 2019 in the province of Bukidnon.</p> <p><u><b>Background:</b></u></p> <p>Kaamulan Festival is an annual ethnic cultural festival held in Malaybalay City, Bukidnon. It celebrates tradition and culture of the province's tribes namely the Bukidnon, Higaonon, Talaandig, Manobo, Matigsalug, Tigwahanon, and Umayamnon. The festival started in 1974 and soon became a regional festival of Northern Mindanao.</p> <p>Every year, the municipalities of the Province represent the 7 tribes in a street dancing competition, which is the highlight of the month-long festival. The event opens with a tribal ritual marking the start of the festivities. The dances depict scenes from authentic Bukidnon Folk Tales amid the sounds of the tribal beats.</p> <p>For 2019, the festival will be celebrated on March 23 - April 23, 2019.</p> <p>The Department of Tourism Northern Mindanao invited COO Marie Venus Tan as an Honored Guest for this year's Kaamulan Festival celebration. The proposed dates are April 10 - 13, 2019. In line with this, DOT Northern Mindanao is also requesting for media coverage.</p> <p><u><b>Objective:</b></u></p> <ol style="list-style-type: none"> <li>To feature the festival and the various attractions of the province.</li> <li>b. Stimulate the tourism sector that promotes Bukidnon through Festivals like “Kaamulan.”</li> <li>Gain positive media mileage highlighting Bukidnon’s tourism potentials</li> </ol>	Php118,000.00

	<p><b><u>Minimum Requirements for Suppliers:</u></b></p> <ul style="list-style-type: none"> <li>a) Provide Four (4) to Five (5) star accommodation.</li> <li>b) Provide one (1) NEW or in very good condition, air-conditioned 10 or 12-seater van as transportation for 12 hours each day or as needed.</li> <li>c) <b>Willing to provide services on “send-bill” arrangement.</b></li> <li>d) Must be willing to extend FOC or preferential rates.</li> <li>e) Must be DOT-Accredited.</li> <li>f) Flexible and could adjust immediately to urgent requirements without additional cost to the client.</li> <li>g) Preferably with Landbank account. If none, bank charges will not be covered by TPB.</li> </ul> <p><b><u>Scope of Work/Deliverables:</u></b></p> <ul style="list-style-type: none"> <li>a. <u>Provide accommodation</u> with breakfast and WIFI/internet access <b>near Dahilayan Forest Park</b> – 4 or 5 star accommodation - on the following date: <ul style="list-style-type: none"> <li>• <i>April 10, 2019 for 6 pax (1 night) – 6 deluxe single rooms</i></li> </ul> </li> <li>b. <u>Provide accommodation</u> with breakfast, WIFI/internet access and modern amenities <b>in Valencia City, Bukidnon</b> – 4 or 5 star accommodation - on the following dates: <ul style="list-style-type: none"> <li>• <i>April 11, 2019 – April 13, 2019 for 6 pax (2 nights) – 6 deluxe single rooms</i></li> </ul> </li> <li>c. <u>Provide ground transportation service</u> requirements by providing one (1) 10-12 seater van with driver (air-conditioned and inclusive of taxes, meals of the driver, toll fees, gasoline and other related expenses) and with comfortable seating for four (4) days, from April 10 – 13, 2019. See draft itinerary for schedule.</li> <li>d. <b>Bottled water must be available at all times inside the van.</b></li> <li>e. <b>First-aid kit</b> must be readily available at all times.</li> <li>f. Should TPB be able to secure sponsorships or discounted rates from partner establishments for this trip, the cost equivalent to the sponsorship value should not be included in the statement of account of the tour operator</li> <li>g. <b>The tour operator should be able to cater to any addition or cancellations provided it should not exceed the budget.</b></li> <li>h. The statement of account should reflect the <u>breakdown of expenses</u> incurred in the actual tour, inclusive of service charge and applicable taxes</li> <li>i. Any other requirements that may be mutually agreed upon by TPB and the service provider</li> <li>j. Provide a copy of the trip ticket as this is required by TPB’s Finance Department.</li> </ul> <p><b><u>Time Frame and Schedule of Work</u></b></p> <p>April 10 – 13, 2019</p> <p><b><u>Technical/Legal Eligibility Documents:</u></b></p> <ul style="list-style-type: none"> <li>a. Must be accredited by the Department of Tourism (DOT)</li> <li>b. Must be accredited with the Philippine Government Electronic</li> <li>c. Procurement System (PHILGEPS)</li> <li>d. DTI Business Registration/SEC Certificate</li> <li>e. Mayor’s Permit or License to Operate</li> <li>f. BIR Registration with TIN</li> <li>g. Company Profile</li> </ul>	
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	<p><i>For particulars please contact:</i></p> <p><b>Ms. Ma. Patricia Yulo</b>  Marketing Communications Department  E-mail address: patricia_yulo@tpb.gov.ph  Tel: 525-9310 loc 267/523-8960  0956 - 0370538</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	<b>Php118,000.00</b> inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **27 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                      **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**

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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. \_\_\_\_\_

Page No. \_\_\_\_\_

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

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