

Request for Quotation

26 March 2019

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

Quotation No. TPB-RFQ 2019-03-278

PR NO. 3.141 2nd Posting

Requirements: Services of a Tour Operator

Project Title: NAITAS Travel and Trade Show (NTTS) on April 26 – 28, 2019
SMX Convention Center, MOA Compound, Pasay City

Qty	Particulars	Estimated Total Amount
Lot 1	<p>Services of a Tour Operator for NAITAS Travel and Trade Show (NTTS) on April 26 – 28, 2019 at the SMX Convention Center, MOA Compound, Pasay City</p> <p><u>Background:</u></p> <p>The Tourism Promotions Board through its Domestic Promotions Department will co-present this year's Naitas Travel and Trade Show promises to be the country's liveliest travel and trade fair, promoting inbound and outbound destinations and allied products and services. NTTS 2019 features the most important and most awaited highlight "Summer Travel Sale" where the general public can take advantage of big sale packages.</p> <p><u>Scope of Work/Deliverables:</u></p> <p><i>Land Transportation</i></p> <ul style="list-style-type: none"> - One (1) unit, preferably Nissan Premium van, <i>at least</i> 2016 Model - Period covered: 25-29 April 2019 (5 days) - Route: Within Metro Manila and its environs - Daily rates of 10 hours inclusive of 5 hours overtime (extra hours); total of fifteen (15) hours daily - inclusive of gas, parking fees, toll fees and driver's meal <p><i>Accommodation</i></p> <ul style="list-style-type: none"> - Hotel should be DOT-accredited, should be Deluxe, at least 4-star category, preferably located within 2 to 3 kilometers from SMX Convention Center, MOA Compound - Check-in Date: April 25, 2019 - Check-out Date: April 29, 2019 - Inclusive of breakfast - Three (3) twin sharing rooms <p><u>Eligibility Requirements:</u></p> <p>Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.</p>	Php103,500.00

	<p><u>Special/Additional Requirements:</u></p> <p>The Travel and Tour Operators must be:</p> <ul style="list-style-type: none"> • DOT-accredited establishment • Engaged in the business as travel and tour operator for at least two (2) years at the date and time of the opening of bids • At least two (2) years experiences and expertise in inbound (domestic) travel • Must be duly accredited with the Philippine Government Electronic Procurement System (PHILGEPs); • Willing to provide services on “send-bill” arrangement • Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines • Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components. Inclusive of all taxes and fees <p><u>Project Officer/Contact Person:</u></p> <p>RONILEEN RAE T. BAUTO Domestic Promotions Department Email address: ronileen_bauto@tpb.gov.ph or bautoronileen@gmail.com Tel. No: 525-1255 / 525-9318 local 268</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	Php103,500.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **01 April 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 _____