

## Request for Quotation

**27 March 2019**

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

**Quotation No. TPB-RFQ 2019-03-290**

PR NO. 3.153

**Requirements:** Services of a Tour Operator

**Project Title:** Familiarization Tour to Bohol, Cebu and Environs with 12 Airlines in Korea

Qty	Particulars	Estimated Total Amount
Lot 1	<p style="text-align: center;"><b>Services of a Tour Operator for Familiarization Tour to Bohol, Cebu and Environs with 12 Airlines in Korea</b></p> <p><b><u>Background:</u></b></p> <p>PDOT Korea/TPB is organizing a familiarization tour to Cebu, Bohol and environs with 12 airlines in Korea scheduled on 10-13 April 2019.</p> <p>It turned out that the number of Korean tourist arrivals 2018 was 1,587,959 ended up with a growth rate of -1.24%, which is quite a good result considering the 6-month Boracay Island closure in April-October 2018, and the Boracay Island closure was a huge lesson for the travel industry in Korea that there must have been alternative destinations such as Cebu where the destination is stable in regular flights and available rooms. Throughout the said lesson, all the efforts - for instance, "64th HanaTour Golf Challenge Tour to Clark" on 15 December 2018 in line with TPB's support including dinner reception with leis and cultural performance for 100 Korean tournament participants - were made in order to encourage airlines and travel agents to expand their products and destinations, not always beach things any more like Boracay. Finally, there was a conspicuous result in additional flights to Clark, which used to be only 4 flights a day, but in December 2018 it doubled in growth by 8 flights a day till now. Moreover, the number of Korean outbound travelers in 2018 was 28,695,983 increased by 8.3 %, which resulted in the increased profitability and purchase of aircrafts this year. Especially, such LCCs as Jeju Air, Eastar Jet, and t'way already announced to the media in Korea that they were planning to purchase more than 5 aircrafts respectively in 2019. On the other hand, thanks to the opening of the new Bohol-Panglao International Airport in Panglao Island, Bohol last November 28, 2018 and Korean Ambassador to the Philippines Han Dong-Man's pledge to bring up to two million Korean tourists to the Philippines, possibility of flight launch to Panglao and Iloilo is getting high.</p> <p><b><u>Objectives:</u></b></p> <ul style="list-style-type: none"> <li>• To achieve 2 million Korean arrivals to the Philippines in 2019.</li> <li>• To increase awareness of Bohol and Iloilo among airlines in Korea.</li> <li>• To encourage airlines to increase more flights to Bohol and Iloilo.</li> <li>• To strengthen relationship with 12 airlines flying to the Philippines.</li> </ul>	Php994,200.00

	<p><b><u>Details of the Event:</u></b></p> <ul style="list-style-type: none"> <li>• Date : 10-13 April 2019</li> <li>• Venue : Cebu, Bohol and environs</li> <li>• Expected Number of Foreign Participants : 24 pax</li> <li>• Total No. of Participants Including TPB Officer : 26 pax</li> </ul> <p><b><u>Scope of Work/Deliverables:</u></b></p> <p>TPB requires the services of a tour operator that would be able to provide the following:</p> <p>A. Accommodation</p> <p>Twenty six (26) single deluxe room accommodations with breakfast at a five-star luxury hotel/resort in Bohol for three (3) nights on 10-13 April 2019, preferably Alona Beach Resort, Bohol Beach Club, Amorita and South Palms <i>(Awaiting approval of sponsorship and should be deducted from the actual billing if granted)</i></p> <p>B. Transportation <i>(Kindly refer to Itinerary of Travel)</i></p> <ul style="list-style-type: none"> <li>➤ One (1) Van <ul style="list-style-type: none"> <li>- Manila on 10 &amp; 13 April 2019</li> </ul> </li> <li>➤ One (1) Bus <ul style="list-style-type: none"> <li>- Cebu, Bohol and vice versa on 10 – 13 April 2019</li> <li>- Cebu, Tagbilaran, Cebu ferry for pax and vice versa</li> </ul> </li> </ul> <p>C. Tours and activities</p> <ul style="list-style-type: none"> <li>- Bohol Tour (Please see attached itinerary)</li> <li>- Hotels/resorts ocular inspection and activities</li> </ul> <p>D. Korean English Speaking Guide</p> <ul style="list-style-type: none"> <li>- One (1) DOT accredited Korean./English speaking tour guide to accompany the guests during the tour in Cebu, Bohol and environs</li> </ul> <p>E. Domestic Airticket (Manila-Cebu-Manila) for one (1) pax <i>(Please coordinate to Project Officer for Flight details and information)</i></p> <p>F. Travel Insurance for 26 Pax</p> <p>G. Coordinator to accompany and facilitate the familiarization trip</p> <p>H. <b>Miscellaneous expenses</b></p> <ul style="list-style-type: none"> <li>- Inclusion of toll fees, entrance fees, rental of snorkeling gear, environmental fees and other incidental expenses on-site, etc.</li> </ul> <p>I. Other Requirements:</p> <ul style="list-style-type: none"> <li>- Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following: <ul style="list-style-type: none"> <li>- Uniformed, presentable and trained drivers</li> <li>- Gasoline, toll and parking fees</li> <li>- Provision of first aid kit onboard</li> <li>- Provision of proper, approved, clean signage for the vehicles</li> <li>- Coordination with TPB in all other matters required for the smooth implementation of the tour</li> </ul> </li> <li>- Designation of a point person who will coordinate with TPB</li> </ul>	
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	<ul style="list-style-type: none"> <li>- Tour operator to provide a detailed breakdown of the bid proposal as basis of the actual billing in the event that sponsorships shall be granted.</li> </ul> <p>The tour operator should have the following attributes:</p> <ul style="list-style-type: none"> <li>- Attentive and addresses the needs of the client</li> <li>- Has been in the industry for at least 3 years</li> <li>- Must be willing to provide services on a send bill arrangement</li> <li>- Accredited by the Department of Tourism</li> </ul> <p><b><i>**The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total expenses.</i></b></p> <p><b><u>Time Frame and Schedule of Work:</u></b></p> <p>A tour operator to provide the mentioned services from <b>10-13 April 2019</b>. (Please see attached itinerary)</p> <p><b><u>Budget:</u></b></p> <p>The allotted budget for the tour operator is <b>PhP 994,200.00</b> (inclusive of all applicable taxes).</p> <div style="border: 1px solid black; padding: 5px;"> <p>Total Bid Price Ceiling is <b>PhP994,200.00</b> inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined <b>based on the quality of the proposal with the most advantageous financial package cost</b>, provided that the amount of bid does not exceed the abovementioned approved budget.</p> </div> <p><b><u>Payment Procedure:</u></b></p> <p>Send bill to the <b>TOURISM PROMOTIONS BOARD</b> after the completion of services.</p> <p style="text-align: center;"><b>MARIA DOLORES R. APAREJADO</b> Officer-in-Charge, North Asia Division International Promotions Department 4/F Legaspi Towers 300, Roxas Boulevard Manila 1004</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	<b>Php994,200.00</b> inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **02 April 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 \_\_\_\_\_