

Request for Quotation

03 April 2019

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

Quotation No. TPB-RFQ 2019-04-314

PR NO. 3.119

Requirements: Services of a Tour Operator

Project Title: KBS2 TV “Real Live” Program: Sensuous Trip to the Philippines on April 22 – 27, 2019
Boracay

Qty	Particulars	Estimated Total Amount
Lot 1	<p>Services of a Tour Operator for KBS2 TV “Real Live” Program: Sensuous Trip to the Philippines on April 22 – 27, 2019, Boracay</p> <p><u>Background:</u></p> <p>“Real Live” is a live information show, which airs every Monday through Friday from 06:30pm to 07:50pm. The show started in May 2010. The program is popular having a viewer rating ranging from 4% to 6%, which is the highest among its competitor programs airing at the same time. It has an estimated 2.5 million viewers at a given time. ‘Sensuous Trip’ is a segment in Real Live TV program comprising of three (3) hosts. One of the hosts will travel to the featured country to introduce its culture and travel spots.</p> <p>In the Philippines, the program will feature the new Boracay with its various activities, food and beautiful sceneries. The production crew will be comprised of one (1) host, two (2) staff members, and one (1) writer. One (1) PDOT Korea staff will accompany them. The filming period will last for five (5) days (excluding travel time) from 22 – 27 April 2019.</p> <p><u>Purpose/Objectives:</u></p> <ul style="list-style-type: none"> • To foster a positive image of the Philippines among Koreans; • To introduce the changes in Boracay with its re-opening to tourists; and • To increase the Korean tourist arrivals from 1.6 million to at least two million by the end of 2019 <p><u>Details of the Event:</u></p> <p>Date : 22 – 27 April 2019 Venue : Boracay Expected Number of Foreign Participants : 05 pax Total No. of Participants Including TPB Officer : 06 pax</p>	Php650,000.00

Details of the Event:

TPB requires the services of a tour operator that would be able to provide the following:

a. Accommodation

- Six (6) single deluxe room accommodations with breakfast in Boracay for 4 nights on 22-26 April 2019. Resort should be Discovery Shores Boracay. *(Awaiting approval of sponsorship and should be deducted from the actual billing if granted)*

b. Transportation *(kindly refer to itinerary)*

- **One (1) Van** – Kalibo and Boracay from 22-27 April 2019

c. Meals and Beverages (Refer to itinerary; hosted meals to be deducted from the billing statement)

- Lunch for 6 pax from 22-26 April 2019
- Dinner for 6 pax from 22-26 April 2019
- Onboard snacks and bottled water for 6 pax for the duration of the tour

d. Tours and activities (Refer to itinerary)

- Island hopping and snorkeling activity (Crocodile Island, Crystal Cove, Willy's Rock, Puka Beach) on 23 April;
- Boracay water activities (Helmet Diving, Banana Boat Ride and Parasailing) on 24 April;
- ATV adventure at Mt. Luho on 24 April;
- Sunset cruise with dinner on 24 April;
- Malumpati cold spring and Kawa Hot Bath/Spa experience on 25 April;
- Interactive experience at Motag Living Museum on 26 April

e. Korean Speaking Guide

- One (1) DOT accredited Korean speaking tour guide to accompany the guests during the tour in Boracay from 22-26 April 2019;

f. Tour Coordinator to accompany and facilitate the familiarization trip

g. Miscellaneous expenses

- Comprehensive travel insurance for one (1) pax
- Inclusion of miscellaneous/incidental expenses to be incurred during the tour

h. Other Requirements

- Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following:
- Uniformed, presentable and trained drivers
- Gasoline, toll and parking fees
- Dispatcher / coordinator per vehicle
- Provision of first aid kit onboard
- Provision of proper, approved, clean signage for the vehicles
- Coordination with TPB in all other matters required for the smooth implementation of the tour
- Designation of a point person who will coordinate with TPB
- 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.

The tour operator should have the following attributes:

- Attentive and addresses the needs of the client
- Has been in the industry for at least 3 years
- Must be willing to provide services on a send bill arrangement
- Accredited by the Department of Tourism

*****The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total expenses.***

	<p><u>Time Frame and Schedule of Work:</u></p> <p>A tour operator to provide the mentioned services from 22-27 April 2019. (Please see attached itinerary)</p> <p><u>Budget:</u></p> <p>The allotted budget for the tour operator is Php 650,000.00 (inclusive of all applicable taxes).</p> <p>Total Bid Price Ceiling is PHP 650,000.00 inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget.</p> <p><u>Evaluation Procedure:</u></p> <p>Send bill to the TOURISM PROMOTIONS BOARD after the completion of services.</p> <p style="text-align: center;">MARIA DOLORES R. APAREJADO 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	Php650,000.00 inclusive of all applicable taxes	

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