

## Request for Quotation

04 April 2019

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

**Quotation No. TPB-RFQ 2019-04-326**

PR NO. 4.028

**Requirements:** Services of a Tour Operator

**Project Title:** Manila Fame 2019 on April 25 – 27, 2019 at the World Trade Center Manila

Qty	Particulars	Estimated Total Amount
Lot 1	<p data-bbox="331 808 1193 864"><b>Services of a Tour Operator for Manila Fame 2019 on April 25 – 27, 2019 at the World Trade Center Manila</b></p> <p data-bbox="323 927 451 954"><b><u>Background:</u></b></p> <p data-bbox="323 987 1197 1155">The Manila FAME is considered as the premier design and lifestyle event of the Philippines. This is a bi-annual showcase of craftsmanship, design innovation, and artisanship in Philippine products. It features product designs and crafted in the Philippines for the global market. It is the second longest-running trade show in the Asia-Pacific Region and is approved by the Global Association of the Exhibition Industry (UFI), a Paris-based association of trade fair organizers.</p> <p data-bbox="323 1189 1197 1272">TPB will be sponsoring a day tour/ experiential immersion tour for twenty-five (25) foreign buyers in Manila. In this view, TPB is in need of the services of a DOT-accredited Tour Operator that will facilitate the necessary ground arrangements.</p> <p data-bbox="323 1339 639 1366"><b><u>Scope of Services/Deliverables:</u></b></p> <p data-bbox="323 1400 1197 1482">The Tourism Promotions Board (TPB) is inviting qualified DOT accredited Philippine Tour Operators to provide the requirements of the abovementioned event based on the following guidelines:</p> <ul data-bbox="323 1516 1182 1899" style="list-style-type: none"> <li>• Air Conditioned tourist Jeepney or colorful aircon Jeepney (for approval of TPB) for the roundtrip transfers of tour participants</li> <li>• Facilitation of tours to the following: (but not limited to) National Museum of Natural History, National Museum of Anthropology, Ayala Museum, Fort Santiago, Casa Manila, San Agustin Baluarte de San Diego (may exclude one or two of these attractions due to time limitation)</li> <li>• Provision of DOT-accredited English-speaking tour guide</li> <li>• Refreshments and snacks to form part of the tour (AM and PM snacks)</li> <li>• Cold towels and bottled water</li> <li>• First aid kit on board the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>• Provision of golf umbrellas</li> </ul> <p data-bbox="323 1933 663 1960"><b><u>Special/Additional Requirements:</u></b></p> <p data-bbox="323 1993 600 2020">The Tour Operator must be:</p>	Php112,500.00

	<ul style="list-style-type: none"> <li>• A DOT-accredited establishment</li> <li>• Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS)</li> <li>• Engaged in the business as travel and tour operator for at least three (3) years at the date and time of submission of bids</li> <li>• At least three (3) years experience and expertise in inbound (domestic) travel</li> <li>• Tourism establishments, tour guides and tourist transport companies to be used for the tours should be DOT-accredited</li> <li>• Willing to provide services on “send-bill” arrangement.</li> </ul> <p>Transport Service must be:</p> <ul style="list-style-type: none"> <li>• DOT-accredited</li> <li>• Inclusive of licensed driver with uniform and company ID, fuel, driver’s meals, applicable parking and toll fees</li> <li>• With comprehensive insurance for the passengers</li> </ul> <p>Tour Guide must be:</p> <ul style="list-style-type: none"> <li>• The tour guide must be duly licensed and/or accredited by DOT and preferably from known/reputable organization which provides tour guide</li> <li>• He or she must have handled at least one foreign tour group, or foreign diplomatic/ dignitaries group</li> <li>• He or she must have handled incentive travel group composed of different nationalities</li> <li>• He or she must not have been convicted nor found guilty of a crime or administrative offense</li> <li>• He or she must be fluent and conversant in English</li> <li>• He or she must be well-versed in Philippine history, culture and tradition, art as well as about current events</li> <li>• He or she must have an engaging personality, injecting wholesome fun and humor to the group</li> <li>• He or she must be patient and friendly even in the company of difficult or demanding guests</li> </ul> <p><b><u>Invitation to Suppliers:</u></b></p> <p>TPB is inviting DOT-accredited tour operators to submit their bid proposals to the TPB. The proposals shall include detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements, meals, tour with meals, entrance fees and environmental fees and other similar fees, taxes and charges, and guide fees.</p> <p><u>Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components.</u> The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC.</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	<b>Php112,500.00</b> inclusive of all applicable taxes	

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

“ANNEX A”

**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]*

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