

**Request for Quotation**

**09 May 2019**

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

**Quotation No. TPB-RFQ 2019-04-389**

PR Nos. **4.047 3<sup>rd</sup> Posting**

**Requirements:** Services of a Tour Operator

**Project Title:** 2019 Corporate Social Responsibility (CSR)

Qty	Particulars	Estimated Total Amount		
Lot 1	<p align="center"><b><u>Services of a Tour Operator for 2019 Corporate Social Responsibility (CSR)</u></b></p> <p><b><u>Background:</u></b></p> <p>The Tourism Promotions Board (TPB), in its commitment of pursuing green and sustainable tourism, launched the conduct of Corporate Social Responsibility (CSR) Program in 2015 to create deeper environmental awareness and provide assistance to communities as partners in spreading sustainable tourism. For 2019, TPB will be implementing four (4) CSR projects embedded in four (4) sustainability attributes: community-assistance, heritage preservation, and environmental education and protection.</p> <p><b><u>Objectives:</u></b></p> <p>This project requires the engagement of a tour operator for the provision of room accommodation, land transportation, tour coordinator and other arrangements needed for the implementation of the 2019 CSR Program:</p> <p><b><u>Community Assistance and Artreach Program (25 May 2019):</u></b></p> <p><i>Land Transportation</i></p> <p>A. VICINITY: Metro Manila and Tarlac</p>	Php116, 480.00		
	<b>Particulars</b>			
	Timeframe		25 May 2019	
	Pick-up/Drop off Point		Legaspi Towers 300 – Sitio San Pedro, Brgy. Iba, San Jose, Tarlac – Legaspi Towers 300	
	No. of Vehicles		3	
	Model/Type of Vehicles		Toyota Hi-Ace not older than 2016 model	
	04 May 2019		<b>04:00AM</b> -Depart LT 300 – San Jose Tarlac and <b>02:00PM</b> - Return to Manila	

	<p>B. TRANSPORT SERVICE MUST BE:</p> <ul style="list-style-type: none"> <li>- DOT-Accredited tourist transport company</li> <li>- Inclusive of licensed driver with uniform and company ID, fuel, driver's meals and accommodation, applicable parking and toll fees</li> <li>- Vehicle Requirements: <ul style="list-style-type: none"> <li>▪ Good working condition</li> <li>▪ Air-conditioned</li> <li>▪ Must not be older than 2016</li> </ul> </li> <li>- Comprehensive insurance for the passengers</li> <li>- With first-aid kit/ hygiene kit to address minor injuries and accidents</li> <li>- Must be familiar in the area of Tarlac</li> </ul> <p>C. Will be rendering service for a maximum of <b>14 Hours/day</b></p> <p><i>Special Arrangements</i></p>													
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<p><b>Lot II</b></p>	<p><b><u>APPROVED BUDGET FOR THE CONTRACT:</u></b></p> <p><b><u>One Hundred Sixteen Thousand Four Hundred Eighty Pesos (Php 116,480)</u></b> inclusive of all applicable taxes.</p> <p><b><u>IP Community Assistance (16-19 June 2019)</u></b></p> <p><i>Ocular Inspection</i></p>	<p><b>Php383, 600.00</b></p>												
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ACCOMMODATION		Overnight accommodation with breakfast: P500.00 x 2 pax	
MEALS		P4,000.00	
<i>Proper Implementation</i>			
<i>A. Land Transportation</i>			
Particulars		Ilocos Norte Leg	
TIMEFRAME		16-19 June 2019	
PICK-UP/DROP OFF POINT		LEGASPI TOWER 300	
NO. OF VEHICLES		4 (P30,000.00 /4 days)	
MODEL/TYPE OF VEHICLES		TOYOTA HI ACE/ HYUNDAI STAREX VAN MODEL- NOT OLDER THAN 2016	
<b>REQUIREMENTS AND CONDITIONS:</b>			
<ul style="list-style-type: none"> <li>- Must be DOT-accredited Tourist transport provider</li> <li>- Drivers must be familiar with the areas indicated in the itinerary</li> <li>- Package should include gasoline, toll fees and parking fees</li> <li>- Accommodation and meals of drivers is c/o winning bidder</li> <li>- Vehicle Requirement <ul style="list-style-type: none"> <li>• Good working condition</li> <li>• Air-conditioned</li> </ul> </li> </ul>			
<i>B. Accommodation</i>			
CHECK-IN	CHECK-OUT	ACCOMMODATION PROPERTY	REMARKS
16 June 2019	19 June 2019	Homestay at Adams Village for 25 pax	<ul style="list-style-type: none"> <li>• Arrangement with homestay property c/o TPB and Black Pencil Project to be turned over to the winning bidder</li> <li>• Payment c/o Tour Operator</li> <li>• Estimated cost of Php 500.00/pax including breakfast per night</li> </ul>

**REQUIREMENTS AND CONDITIONS:**

- Inclusive of daily breakfast for all check-in guests
- Daily provision of clean drinking water for all check-in guests
- Hot and Cold shower (if available in the area)
- Provision of bath towel

**C. Meals to Participants**

- Lunch: P300.00 x 25 pax x 4 days
- Dinner: P300.00 x 25 pax x 4 nights

**D. Photographer/Videographer**

Particulars	Ilocos Norte Leg
Provision of video and photo coverage	<ul style="list-style-type: none"> <li>● To cover the cost of hiring a videographer/ photographer who will document the CSR activities.</li> <li>● Outputs:                             <ul style="list-style-type: none"> <li>➢ One Audio Visual Production (AVP) material of approximately 20 minutes in length in 1080p (HD) resolution and compressed version (documentary format)</li> <li>➢ One teaser video clip of approximately 5 minutes in length in 1080p (HD) resolution.</li> </ul> </li> </ul> <p>At least 150 high-quality and high-resolution, edited and captioned photos on CD/USB.</p>
Budget	<p>Php 20,000.00- professional fee</p> <p><i>*TPB will shoulder the accommodation, land transportation, and meals of the videographer/photographer during the trip.</i></p>

**REQUIREMENTS AND CONDITIONS:**

- The required outputs should focus on the CSR activities and should convey an environmental awareness and protection message.
- Aside from the project interventions, the videographer/photographer is allowed to document sites or materials with perceived “tourism-value” such as landscapes and food.
- The videographer/photographer shall create the concept or storyline of the AVP.
- The videographer/photographer must bring his/her own equipment for taking photos and filming.
- In consideration of the fees to be paid, the videographer/photographer expressly assigns to TPB the copyrights of the materials produced for perpetual use of the agency. Consequently, the videographer/photographer cannot use, reproduce or disseminate these materials without prior consent from TPB.

	<p><b>QUALIFICATIONS OF THE VIDEOGRAPHER/ PHOTOGRAPHER</b></p> <ul style="list-style-type: none"> <li>- Must have at least two (2) years of experience as a videographer/photographer (provide copy of curriculum vitae)</li> <li>- Must be polite and creative</li> <li>- Proficient in enhancing videos and photos.</li> <li>- Preferably has prior experience in producing environmental documentaries.</li> </ul> <p><i>E. Special Arrangements</i></p> <table border="1" data-bbox="311 533 1216 1059"> <tr> <td>Particulars</td> <td>Ilocos Norte</td> </tr> <tr> <td>Timeframe</td> <td>17-18 June 2019</td> </tr> <tr> <td>Name of Activities</td> <td>Building of houses/Community Assistance</td> </tr> <tr> <td>Requirements and Conditions</td> <td>To cover the cost for the following: <ul style="list-style-type: none"> <li>· Materials for building of houses for the IP community</li> <li>· Soup Kitchen for the children</li> </ul> </td> </tr> <tr> <td>Budget for this activity</td> <td>Php 75,000.00</td> </tr> <tr> <td>Remarks</td> <td>Arrangements c/o TPB and Black Pencil Project to be endorsed to Tour Operator</td> </tr> </table>	Particulars	Ilocos Norte	Timeframe	17-18 June 2019	Name of Activities	Building of houses/Community Assistance	Requirements and Conditions	To cover the cost for the following: <ul style="list-style-type: none"> <li>· Materials for building of houses for the IP community</li> <li>· Soup Kitchen for the children</li> </ul>	Budget for this activity	Php 75,000.00	Remarks	Arrangements c/o TPB and Black Pencil Project to be endorsed to Tour Operator	
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<p>Lot III</p>	<p><b><u>APPROVED BUDGET FOR THE CONTRACT:</u></b></p> <p><b><u>Three Hundred Eighty-Three Thousand and Six Hundred Pesos Only (Php 383,600)</u></b> inclusive of all applicable taxes.</p> <p><b><u>CSR Projects in Coordination with Haribon Foundation</u></b></p> <ul style="list-style-type: none"> <li>- <b>Biodiversity on Wheel (BOW) Program</b> <b>Manila (08 – 09 &amp; 15 – 16 August 2019)</b></li> </ul> <p><i>A. Land Transportation</i></p>	<p><b>Php243, 040.00</b></p>												
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Model/Type of Vehicles	Toyota Hi-Ace/Hyundai Starex Van model – Not older than 2016													

**REQUIREMENTS AND CONDITIONS**

- Must be a DOT-accredited tourist transport company
- Must be able to provide first-aid kit/hygiene kit to address minor injuries and incidents
- Vans should have good and working air-conditioned units.
- Vans should have proper, approved, and clean signages
- Drivers must be familiar with the areas that the group will visit, particularly elementary schools in Manila
- Drivers should always be presentable and wearing proper uniform and company ID
- Drivers must be polite and cautious in driving
- Gasoline, toll, parking fees, and meals as well as accommodation (if needed) of the drivers are % Tour Operator.

**II. Coastal Cleanup + Exclusive Tree-Planting Activity**

*Las Piñas – Parañaque Critical Habitat and Eco – Tourism Area (LPPCHEA) and Tanay, Rizal (11 – 12 October 2019)*

Particulars	BOW Program
Timeframe	<p align="center"><b>11-12 October 2019</b></p> <p align="center">Two days, 10-12 hours per day</p>
Transportation Route	<p align="center"><b>11 October 2019:</b></p> <p align="center">Legaspi Towers 300 - LPPCHEA - La Mesa Eco Park- Accommodation Establishment</p> <p align="center"><b>12 October 2019:</b></p> <p align="center">Accommodation Establishment- Tanay, Rizal- Legaspi Towers 300</p>
No. of Vehicles	Four (4) Vans
Model/Type of Vehicles	<p align="center">Toyota Hi-Ace/Hyundai Starex Van model</p> <p align="center">– Not older than 2016</p>

**REQUIREMENTS AND CONDITIONS**

- Must be a DOT-accredited tourist transport company
- Must be able to provide first-aid kit/hygiene kit to address minor injuries and incidents
- Vans should have good and working air-conditioned units.
- Vans should have proper, approved, and clean signages
- Drivers must be familiar with the areas that the group will visit.
- Drivers should always be presentable and wearing proper uniform and company ID
- Drivers must be polite and cautious in driving
- Gasoline, toll, parking fees, and meals as well as accommodation (if needed) of the drivers are % Tour Operator.

Particulars	Coastal Cleanup + Exclusive Tree Planting
Check-in	11 October 2019
Check-out	12 October 2019
Total No. of Rooms	17 rooms
Room Configuration	Twin-Sharing
Preferred Establishment	located near or within Tanay, Rizal
<p><b>REQUIREMENTS AND CONDITIONS</b></p> <ul style="list-style-type: none"> <li>- Must be a DOT-accredited accommodation establishment.</li> <li>- Inclusive of daily breakfast for all check-in guests.</li> <li>- Daily provision of bottled mineral water for all check-in guests.</li> <li>- Air-conditioned rooms</li> <li>- Hot and cold shower</li> <li>- Bath towels and toiletries</li> <li>- Free Wi-Fi use for all check-in guests (at least inside the room)</li> </ul> <p><i>E. Special Arrangements</i></p>	
Particulars	Coastal Cleanup + Exclusive Tree Planting
Provision of video and photo coverage	<ul style="list-style-type: none"> <li>● To cover the cost of hiring a videographer/photographer who will document the CSR activities.</li> <li>● Outputs: <ul style="list-style-type: none"> <li>➢ One Audio Visual Production (AVP) material of approximately 20 minutes in length in 1080p (HD) resolution and compressed version (documentary format)</li> <li>➢ One teaser video clip of approximately 5 minutes in length in 1080p (HD) resolution.</li> <li>➢ At least 150 high-quality and high-resolution, edited and captioned photos on CD/USB.</li> </ul> </li> </ul>
Budget	<p>Php 20,000.00- professional fee</p> <p><i>*TPB will shoulder the accommodation, land transportation, and meals of the videographer/photographer during the trip.</i></p>
<p><b>REQUIREMENTS AND CONDITIONS</b></p> <ul style="list-style-type: none"> <li>- The required outputs should focus on the CSR activities (coastal cleanup and tree-planting) and should convey an environmental awareness and protection message.</li> <li>- Aside from the project interventions, the videographer/photographer is allowed to document sites or materials with perceived “tourism-value” such as landscapes and food.</li> <li>- The videographer/photographer shall create the concept or storyline of the AVP.</li> </ul>	

- The videographer/photographer must bring his/her own equipment for taking photos and filming.
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**QUALIFICATIONS OF THE VIDEOGRAPHER/ PHOTOGRAPHER**

- Must have at least two (2) years of experience as a videographer/photographer (provide copy of curriculum vitae)
- Must be polite and creative
- Proficient in enhancing videos and photos.
- Preferably has prior experience in producing environmental documentaries.

**OTHER ARRANGEMENTS FOR THE TOUR OPERATOR**

- Advance reservations with the restaurants where the group will dine for lunch or dinner.
- Food choices shall be decided by the Team Leader/Project Officer.
- Provision of a tour coordinator to accompany the group for the entire trip to ensure the smooth implementation of the program.

**APPROVED BUDGET FOR THE CONTRACT:**

**Two Hundred Forty Three Thousand Forty Pesos (Php 243,040)** inclusive of all applicable taxes.

**A. ELIGIBILITY REQUIREMENTS**

1. Must be operating as a legally-registered travel and tour operator under the Philippine law
2. Must be a DOT-accredited establishment engaged in the business as a travel and tour operator for at least five (5) years at the date and time of bidding.
3. Must have established a good reputation in the travel and tour business.
4. Sub-contracting of tour operator is allowed but should be DOT-accredited as well.
5. Tour coordinators must have at least three (3) years of experience.
6. Must have an existing credit line with TPB or would allow send-bill arrangement.

**B. OTHER DOCUMENTARY REQUIREMENTS**

1. Company Profile
2. PhilGEPS Accreditation
3. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name
4. Valid and current Mayor's permit / municipal license
5. BIR Registration
6. Income/Business Tax Return
7. Omnibus Sworn Statement

**C. TERMS OF PAYMENT**

- Supplier must have an existing credit line with TPB or would allow send-bill arrangement.
- Supplier must have a Landbank account. Payment will be made through LBP bank deposit;
- In case the supplier doesn't have an account with LBP, bank charges will be shouldered by the supplier



	<p><b>PROJECT OFFICERS/CONTACT PERSONS</b></p> <p><b>MS. MARIVIC M. SEVILLA</b>  OIC – Corporate Planning &amp; Business Development Department  Email address: mavic_sevilla@tpb.gov.ph  Tel. No: 525-6443 / 525-9318 local 270</p> <p><b>MS. THYRRISE DHENICE S. JUAN (COMMUNITY ASSISTANCE AND ARTREACH PROGRAM)</b>  Project Officer  Email address: thyrrise_juan@tpb.gov.ph  Tel. No: 525-6443 / 525-9318 local 226</p> <p><b>MS. MILLISA M. NUADA (IP COMMUNITY ASSISTANCE)</b>  Project Officer  Email address: millisa_nuada@tpb.gov.ph  Tel. No: 525-6443 / 525-9318 local 270</p> <p><b>MS. MARIEL ANGELICA A. DIMAANO (CSR PROJECTS IN COORDINATION WITH HARIBON FOUNDATION)</b>  Project Officer  Email address: mariel_dimaano@tpb.gov.ph  Tel. No: 525-6443 / 525-9318 local 226</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	<b>Php743, 120.00</b> inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **15 May 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]*

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

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