

Request for Quotation

31 May 2019

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

Quotation No. TPB-RFQ 2019-05-521

PR NO. 5.099

Requirements: Services of a Tour Operator

Project Title: Allways Dive Educational Tour on June 11 – 19, 2019 in Bohol City, Southern Leyte, and Manila City

Qty	Particulars	Estimated Total Amount
Lot 1	<p style="text-align: center;">Services of a Tour Operator for Allways Dive Educational Tour on June 11 – 19, 2019 in Bohol City, Southern Leyte, and Manila City</p> <p style="text-align: center;">Terms of Reference</p> <p>Background</p> <p>The Tourism Promotions Board has been conducting familiarization trips to promote the attractions of traveling in the Philippines.</p> <p>TPB, in coordination with PDOT Sydney and Philippine Airlines, is organizing a dive familiarization tour to the Philippines initiated by Allways Dive Expeditions from Australia.</p> <p>Allways Dive Expeditions is one of the leading dive tour agencies in Australia and has been operating for more than 30 years. This agency is an avid promoter of Philippine dive destinations and has been actively promoting and selling Philippine Dive Packages.</p> <p>This familiarization tour aims to increase awareness of the Philippines as leisure dive destination through product awareness and update; to create a mutually beneficial business relationship between the wholesalers, agents and Philippine property owners/managers and airline operators; to build confidence among the dive agents from Australia in selling the Philippines.</p> <p>Purpose/Objectives</p> <p>Through this activity, the following objectives will be met:</p> <ol style="list-style-type: none"> 1. To showcase the Philippines as an excellent destination for dive travelers from Australia; 2. To strengthen existing trade relations and create new linkages with key players in the dive travel industry; and 3. To increase awareness of the Philippines as a dive destination among Australian dive shop owners and wholesalers. <p>Scope of Work/Deliverables</p>	Php113,400.00

	<p>1. Accommodation</p> <ul style="list-style-type: none"> - Manila: One (1) Twin-sharing room accommodation for 2 persons with breakfast in Metro Manila for an overnight stay on 18-19 June. The hotel should be AAA (or its equivalent) and DOT accredited preferably Hyatt City of Dreams Manila, Golden Phoenix Hotel or Savoy Hotel Newport City. <i>(Awaiting approval of sponsorship)</i> <p><u>Note:</u></p> <p><i>*Total cost of accommodation should be based on actual room expenses</i> <i>*Secured sponsorships should be deducted from the total expenses</i></p> <p>2. Transportation (Van/Coaster) <i>(kindly refer to itinerary)</i></p> <ul style="list-style-type: none"> - Manila (17-19 June) - Bohol (11-14 June) - Leyte (14-18 June) <p>Note:</p> <ul style="list-style-type: none"> * 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 <p>3. Meals</p> <ul style="list-style-type: none"> - All lunch and dinner meals of 1 DOT Representative to be incurred from the hotels in Bohol and Sogod Bay - Lunch for 5 pax in SM Mall of Asia (Locavore, S Maison, Conrad Manila, Mall of Asia) <p>4. Other Requirements</p> <ul style="list-style-type: none"> - Inclusion of additional miscellaneous and incidental expenses to be incurred during the tour (toll fees, environmental fees, entrance fees, etc) - Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following: - 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 <p>Time Frame and Schedule Work</p> <p>A tour operator to provide the mentioned services from 11-19 June 2019. (Please see attached itinerary)</p> <p>Eligibility Requirements</p> <ol style="list-style-type: none"> 1. Must be DOT accredited. 2. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps). 3. Must be a member of DOT recognized organizations. 4. Must have handled at least one (1) government project / event. 5. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor. <p>Payment Procedure</p> <p>Send bill to the TOURISM PROMOTIONS BOARD – ATTN: James A. Sy, after the completion of services.</p>	
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	Evaluation Procedure The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget.	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	Php113, 400.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **05 June 2018**, 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. *Company Profile*
3. *Mayor`s Permit/License (Valid and current)*
4. *Income/Business Tax Return*
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 _____