

Request for Quotation

04 June 2019

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

Quotation No. TPB-RFQ 2019-06-525

PR NO. 6.004

Requirements: Services of a Tour Operator

Project Title: Philippine Harvest 2019 – 2nd Leg on June 14 – 16, 2019 in Taguig City

Qty	Particulars	Estimated Total Amount
Lot 1	<p>Services of a Tour Operator for Philippine Harvest 2019 – 2nd Leg on June 14 – 16, 2019 at the Central Square, Bonifacio High Street, BGC, Taguig City</p> <p style="text-align: center;">Terms of Reference</p> <p>Background</p> <p>The Tourism Promotions Board through its Domestic Promotions Department will conduct its support to the Philippine Harvest 2019 (2nd run) in Central Square, Bonifacio High Street, BGC, Taguig City.</p> <p>Scope of Work/Deliverables</p> <p><u>Land Transportation</u></p> <ul style="list-style-type: none"> - preferably a van (1 unit, Grandia, <i>at least</i> 2016 Model) - Period covered: 13-17 June 2019 (5 days) - Route: Within Metro Manila and its environs - Daily rates of 10 hours inclusive of 5 hours overtime (extra hours) - inclusive of gas, parking fees, driver’s meal <p><u>Accommodation</u></p> <ul style="list-style-type: none"> - Hotel should be DOT-accredited, 3 star category, preferably along 32nd St. near Central Square, Bonifacio High Street - 1 twin sharing room (check in: June 13, 2019// check out: June 14, 2019 and check in: June 16, 2019// check out: June 17, 2019)- <i>TPB personnel</i> - 1 triple sharing room (check in: June 13, 2019// check out: June 14, 2019)- <i>DOT personnel</i> - Inclusive of breakfast <p>Eligibility Requirements</p> <p>Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.</p> <p>Special/Additional Requirements</p> <p>The Travel and Tour Operators must be:</p> <ul style="list-style-type: none"> - DOT-accredited establishment 	Php55,000.00

	<ul style="list-style-type: none"> - Engaged in the business as travel and tour operator for at least two (2) years at the date and time of the opening of bids - At least two (2) years experiences and expertise in inbound (domestic) travel - Must be duly accredited with the Philippine Government Electronic Procurement System (PHILGEPs); - Willing to provide services on "send-bill" arrangement - Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines - Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components. Inclusive of all taxes and fees <p>Project Officer/Contact Person</p> <p>EDESSA JOY L. DELEGIRO Domestic Promotions Department Email address: edessa_delegiro@tpb.gov.ph Tel. No: +63 2 5259318 to 27 loc 268 / 5251255</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	Php55,000.00 inclusive of all applicable taxes	

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