

## Request for Quotation

**10 June 2019**

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

**Quotation No. TPB-RFQ 2019-06-543**

PR NO. 6.001 2<sup>nd</sup> Posting

**Requirements:** Services of a Tour Operator

**Project Title:** Interpreters for the Philippines – Travel Exchange 2019

Qty	Particulars	Estimated Total Amount
	<p style="text-align: center;"><b>Services of a Tour Operator to provide Interpreters for the Philippines – Korea Travel Exchange 2019</b></p> <p><b>Background</b></p> <p>The Korean market has consistently been the top source of tourist traffic for the Philippines. It first reached the one million mark in the year 2012. In 2007, a total of 1,607,821 Korean tourists came to the Philippines. Last year, it turned out that the number of Korean tourist arrivals was 1,587,959, which is quite a good result considering the 6-month Boracay Island closure in April-October although Palawan as a new destination for the Korea market was emerged with direct flights via Philippine Airlines from June to October 2018 and Eastar Jet from October till the present. Consequentially, the loss of Korean tourist arrivals by the Boracay Island closure in April-October has been covered by tour products of Cebu and Clark with increased flights starting from the winter peak season in 2018.</p> <p>Given the scenario, we have to immediately recover the number to reach this year's target of 2 million Korean tourists. Part of our action plan is to implement the Philippine Korea Travel Exchange (PHILKOTEX) on June 26-July 02, 2019.</p> <p>PHILKOTEX is a travel trade event to be held in Manila to be participated by about 80-100 qualified Korean tour operators and agents, composed of both product developers and frontline sales agents. They will participate in the table-top business appointments with accredited Philippine tourism suppliers from top destinations favored by the Korean travelers like Manila, Clark, Subic, Bohol, Cebu, Boracay, Iloilo, Sicogon and Palawan.</p> <p>TPB has initiated this marketing activity to expand more Philippines offerings of new tourism products and services on participating agents' travel package portfolios. With their first-hand experience of the country, it will further increase product knowledge and develop more Philippine specialists within each of the travel partners that will help them better to sell the country in Korea.</p> <p>In this regard, the PHILKOTEX Committee is in need of tour operators who will organize the various TPB-hosted tours.</p> <p><b>Details of the Event</b></p> <ul style="list-style-type: none"> <li>• <b>Date:</b> 27 June 2019</li> </ul>	<p><b>Php210, 000.00</b></p>

	<p><b>Details of the Event</b></p> <ul style="list-style-type: none"> <li>• <b>Date:</b> 27 June 2019</li> <li>• <b>Venue:</b> To be announced</li> <li>• <b>Expected No. of Foreign Participants:</b> 100 Foreign Buyers</li> </ul> <p><b>Scope of Deliverables</b></p> <p>TPB requires the services of a DOT-accredited travel agency that would be able to provide <b>30 interpreters (Php7, 000.00 per head) who can speak in Korean and English.</b></p> <p>The travel agency should have the following attributes:</p> <ul style="list-style-type: none"> <li>• Attentive and addresses the needs of the client;</li> <li>• Has been in the industry for at least 3 years;</li> <li>• Must be willing to provide services on a send bill arrangement;</li> <li>• Accredited by the Department of Tourism; and,</li> <li>• With existing credit line with TPB.</li> </ul> <p>The Interpreters should have the following attributes:</p> <ul style="list-style-type: none"> <li>• Have an in depth knowledge and understanding of his/her working languages;</li> <li>• Have knowledge of relevant tourism terminology;</li> <li>• Have strong communication skills;</li> <li>• Must not sell their services or products</li> <li>• Be polite, respectful and tactful;</li> <li>• Must be able to remain neutral before, during and after every interpretation assignment; and,</li> <li>• Must be articulate.</li> </ul> <p><b>Time Frame and Schedule of Work</b></p> <p>Provide the mentioned services on <b>27 June 2019 (whole day).</b></p> <p><b>Payment Procedure:</b></p> <p>Send bill to the <b>TOURISM PROMOTIONS BOARD – ATTN: Maria Dolores R. Aparejado</b>, after the completion of services.</p> <p><b>Evaluation Procedure</b></p> <p>The winning bid shall be selected based on the proposal with the most advantageous package cost, provided that the amount of the bid does not exceed the above total budget.</p> <p><b>Eligibility Requirements</b></p> <ol style="list-style-type: none"> <li>1. Must be accredited by the Department of Tourism (DOT)</li> <li>2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)</li> </ol>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	<b>Php210, 000.00</b> inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **14 June 2018**, 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. *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

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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]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

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

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