

## Request for Quotation

10 July 2019

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

**Quotation No.** TPB-RFQ 2019-07-598

PR NO. 6.061

**Requirements:** Services of a Tour Operator

**Project Title:** TPB – DOT Osaka-Air Asia Japan Bloggers Familiarization Tour in Manila & Boracay Island  
August 2 – 7, 2019

Qty	Particulars	Estimated Total Amount
<b>Lot 1</b>	<p>Services of a Tour Operator TPB – DOT Osaka-Air Asia Japan Bloggers Familiarization Tour in Manila &amp; Boracay Island August 2 – 7, 2019</p> <p><b>Terms of Reference</b></p> <p><b>Background</b></p> <p>TPB and PDOT Osaka is organizing a collaboration project with Air Asia , which is a familiarization tour of Manila and Boracay specifically for bloggers and influencers.</p> <p>With Air Asia's launch of its daily flights to Manila from KIX on July 1, 2019, familiarization tour for bloggers/ influencers is proposed for 8 travel bloggers of Japan on August 2-7, 2019 to re-position Manila as a major cultural destination and position Boracay as a prime island destination for the Japanese market.</p> <p>The project aims to create awareness of Philippine destinations through Instagram as this is one of the most influential social media/ networking sites in Japan.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• Re-position Manila as cultural destination and major hub to connect to Boracay as a premium resort destination for the Japanese market</li> <li>• Establish and further goodwill among influencers using social media platforms</li> <li>• Strengthen relations with Air Asia as a trade partner in promoting Philippine tourism</li> <li>• To mitigate the decline in Japanese arrivals to the Philippines</li> <li>• To dispel and negate adverse perception due to travel advisories and bad publicity</li> </ul>	<b>Php990,800.00</b>

Scope of Services					
A. Travel Insurance for 11 pax					
B. Accommodation					
CHECK-IN	CHECK-OUT	NO. OF NIGHTS	DESCRIPTION	TYPE OF ROOM	NO. OF ROOMS
02 August 2019	04 August 2019	2	<u>Location:</u> Bonifacio Global City (BGC)  <u>Preferred hotel:</u> Shangri-la at The Fort	Deluxe room & Single occupancy	Twelve (12)
04 August 2019	06 August 2019	2	<u>Location:</u> Boracay Island, Aklan  <u>Preferred hotel:</u> The Lind Boracay		
06 August 2019	07 August 2019	1	<u>Location:</u> Bonifacio Global City (BGC)  <u>Preferred hotel:</u> Shangri-la at The Fort		
*Awaiting approval of sponsorship and should be deducted from the actual billing if granted*					
TOURS AND OTHER DAILY ACTIVITIES (see attached itinerary for the group's daily activities)					
MANILA					
- BGC Tour (Mind Museum, Miracle Art Happy World Museum, Venice Grand Canal), National Museum, Luneta Park, Intramuros Tour)					
BORACAY					
- Sunset cruise, water fun activities (helmet diving, banana boat ride, parasailing, jetski, fun shoot with mermaid tails), spa pampering experience, Boracay nightlife					

	<p>C. Transportation (coaster or van/ boat)</p> <ul style="list-style-type: none"> <li>• Can provide a transportation in Manila and Boracay from 02-07 August 2019</li> <li>• Preferably one (1) coaster for each destination with an adequate storage spaces for luggage. Otherwise, minimum of two (2) vans, one (1) for passengers and another for luggage. Vans should <b>COMFORTABLY</b> accommodate at least fifteen (15) persons during long travels. (see attached itinerary for the timetable)</li> <li>• Vans and coasters are preferably 2016 model or newer</li> <li>• Transportations should also have the following: <ul style="list-style-type: none"> <li>- Provision of first aid kit and hygiene kit onboard</li> <li>- Provision of proper, approved, clean signage for the vehicle <ul style="list-style-type: none"> <li>- Provision of snacks/chips and water on board</li> </ul> </li> </ul> </li> <li>• Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following: <ul style="list-style-type: none"> <li>- Uniformed, presentable and trained drivers</li> <li>- Gasoline, toll and parking fees</li> <li>- Dispatcher / coordinator per vehicle</li> </ul> </li> <li>• Provision of boat transfers at the destination as may be required</li> </ul> <p>D. Meals and Beverage</p> <p>Can arrange lunch, snacks and dinner from 02-07 August 2019. (Refer to the attached itinerary)</p> <p><b><i>*Awaiting approval of sponsorship/ hosted meals and should be deducted from the actual billing if granted*</i></b></p> <p>E. Tour Guide</p> <ul style="list-style-type: none"> <li>- Services of a DOT-Accredited Japanese-speaking tour guide (<b><i>OTHER OPTION: One(1) DOT-Accredited Japanese-speaking translator and One (1) DOT-Accredited local tour guide</i></b>) who will accompany the guests all throughout the tour</li> <li>- To provide cash advances for snacks and other onsite tour related expenses.</li> </ul> <p>F. Other Incidental or Miscellaneous Expenses</p> <ul style="list-style-type: none"> <li>- Inclusion of toll fees, entrance fees, etc.</li> <li>- Inclusion of miscellaneous/incidental expenses to be incurred during the tour</li> </ul> <p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>- Coordination with TPB in all other matters required for the smooth implementation of the tour.</li> <li>- Designation of a point person who will coordinate with TPB</li> </ul> <p><b>Eligibility Requirements</b></p> <ul style="list-style-type: none"> <li>-Must be a Department of Tourism (DOT) accredited Tour Operator.</li> </ul>	
--	--	--

	<ul style="list-style-type: none"> <li>-Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).</li> <li>-Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.</li> <li>-Must have a professional track record in handling international groups within the last year.</li> <li>-Must have handled at least three (3) government projects / events</li> <li>-Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.</li> <li>-Must have the capacity to provide first class services.</li> </ul> <p><b>Budget for the Contract</b></p> <p>The allotted budget is <b>PHP 990,800.00</b> (inclusive of all applicable taxes and charges).</p> <p><b>* The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total expenses.</b></p> <p><b>* Cost of items in bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget.</b></p> <p><b>Payment Procedure</b></p> <p>Send bill to the TOURISM PROMOTIONS BOARD after the completion of services.</p> <p style="text-align: center;"><b>MARIA DOLORES R. APAREJADO</b> Officer-in-Charge, North Asia Division International Promotions Department 4/F Legaspi Towers 300 Roxas Boulevard Manila</p> <p><b>Evaluation Procedure</b></p> <p>The winning bid shall be selected not solely based on the amount of bid and shall also consider the overall quality of goods and services offered based on bidding documents, provided that the amount of bid does not exceed the above total budget.</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	<b>Php990,800.00</b> inclusive of all applicable taxes	

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

---

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 \_\_\_\_\_