

Request for Quotation

31 July 2019

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

Quotation No. TPB-RFQ 2019-07-688

PR NO. 7.115

Requirements: Services of a Tour Operator

Project Title: Koku Ryoko (Airline Travel) Magazine Familiarization Trip to Manila, Siargao, and Cebu on August 21 – 26, 2019

Qty	Particulars	Estimated Total Amount
	<p style="text-align: center;">Services of a Tour Operator for Koku Ryoko (Airline Travel) Magazine Familiarization Trip to Manila, Siargao, and Cebu on August 21 – 26, 2019</p> <p style="text-align: center;"><u>Terms of Reference</u></p> <p>Background</p> <p>Koku Ryoko will visit Manila and Siargao on 21-26 August 2019 for a 10-page special feature article highlighting our airport and the deluxe facilities in the Philippines. 5 pages will be about the new Chitose-Manila flight of the Philippine Airlines and airport facilities such as the VIP lounge at NAIA Terminal 2 while the remaining 5 pages will be to highlight Siargao as a new surf/beach destination for the Japanese market.</p> <p>Koku Ryoko (Airline Travel) Magazine is a high-end information magazine that highlights the total airline travel experience from inflight meals to VIP lounges to destinations. Target markets are not only airline fanatics and travel enthusiasts but also business people that often travel abroad as well as travel agents.</p> <p>Koku Ryoko publishes 40,000 copies per issue. According to their survey, 30.2% of their subscribers travel at least once or twice a year, while 16.3% travel 3-4 times and 14.4% travel more than 20 times. Most of the readers are travelers (leisure and business) and travel agents. This magazine is often used by travel agents as reference when introducing destinations to their clients.</p> <p>Objectives</p> <ol style="list-style-type: none"> 1. Introduction of Siargao to the Japanese market in line with our aim of diversifying the market; 2. To create awareness of Siargao as a surf/beach destination; 3. To create awareness of the Chitose-Manila flight to tap Hokkaido residents; 4. Create awareness about and promote new destinations to expand Philippine product offerings in the marketplace. <p>Details of the Event</p> <p>Date : 21-26 August 2019 Venue : Manila and Siargao Total No. of Participants : 3 pax Including TPB Officer</p>	<p style="text-align: center;">Php464,900.00</p>

	<p>Scope of Work/Deliverables</p> <p>TPB requires the services of a tour operator that would be able to provide the following:</p> <p>a. Roundtrip Domestic Airtickets w/ 20kg baggage allowance for three (3) pax</p> <ul style="list-style-type: none"> • MNL-IAO on 22 August 2019 via DG 6841/ETD 0935H* • IAO-MNL on 25 August 2019 via DG 6842/ETD 1220H* <p><i>*Subject to change depending on availability of flights (please coordinate with TPB Project Officer)</i></p> <p>a. Accommodation</p> <ul style="list-style-type: none"> • Three (3) single deluxe room accommodations with breakfast at a hotel located in Resorts World Manila preferably Hilton Manila, Manila Marriott Hotel or Sheraton Manila for 2 nights on 21-22 August 2019 and 25-26 August 2019. • Three (3) single deluxe room accommodations with breakfast at a resort located in General Luna, Siargao preferably Siargao Bleu Resort and Spa (or its equivalent) for 3 nights on 22-25 August 2019. <p>b. Means of transportation (all vehicles used should be in good condition) throughout the duration of the tour – kindly refer to itinerary</p> <ul style="list-style-type: none"> • Van for 21-26 August 2019 <p>c. Meals and beverages for the entire duration of the trip (Refer to itinerary; coordinate with TPB Officer for the menu; hosted meals to be deducted from the billing statement)</p> <p>d. Daily onboard snacks/local delicacies, bottled water and cold towels for the duration of the tour</p> <p>e. Tours and activities – all activities and tours as stated in the itinerary (kindly refer to itinerary for detailed breakdown) *all private tours</p> <ul style="list-style-type: none"> • Island hopping adventure with picnic lunch/s (private boat and clean towels onboard) <p>f. One (1) Japanese Speaking Tour Guide to accompany the group for the duration of the tour</p> <ul style="list-style-type: none"> • One (1) DOT accredited Japanese speaking tour guide who can speak fluently in Japanese and English, knowledgeable not only about the destination but also with the history of the Philippines in terms of culture, lifestyle and cuisine • Neatly dressed and coordinates with TPB representative on the schedule of activities • Does NOT sell products nor ask tips from the guests <p>g. Incentivized tour kit/travel necessities – facial tissue, wipes, sanitizer/alcohol, mints, disposable hooded emergency raincoat, etc.</p> <p>h. First aid kit onboard the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>i. Miscellaneous expenses</p> <ul style="list-style-type: none"> • Inclusion of applicable entrance fees, terminal fees, environmental fees, parking fees, porter fees, and other onsite related expenses • Provision for incidental expenses to be incurred during the tour <p>Other Requirements</p> <ul style="list-style-type: none"> - Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following: <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 - 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 	
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	<p>The tour operator should have the following attributes:</p> <ul style="list-style-type: none"> - Attentive and addresses the needs of the client - Has been in the industry for at least 3 years - Must be willing to provide services on a send bill arrangement - Accredited by the Department of Tourism <p>**The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total billing.</p> <p>Time Frame and Schedule of Work</p> <p>A tour operator to provide the mentioned services from 21-26 August 2019. (Please see attached itinerary)</p> <p>Budget</p> <p>The allotted budget for the tour operator is PHP464,900.00 (inclusive of all applicable taxes).</p> <div style="border: 1px solid black; padding: 5px;"> <p>Total Bid Price Ceiling is PHP464,900.00 inclusive of service charge and all applicable taxes. 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.</p> </div> <p>Payment Procedure</p> <p>Send bill to the TOURISM PROMOTIONS BOARD after the completion of services.</p> <p style="text-align: center;">MARIA DOLORES R. APAREJADO Acting Head, North Asia Division International Promotions Department 4/F Legaspi Towers 300, Roxas Boulevard Manila 1004</p> <p>Evaluation Procedure</p> <p>The winning bid shall be selected not solely based on the amount of bid and shall also consider the overall proposal based on bidding documents, provided that the amount of bid does not exceed the above total budget.</p> <p>Eligibility Requirements</p> <ol style="list-style-type: none"> 1. Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company. 2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps). 3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign. 4. Must be a member of DOT recognized organizations 5. Must have a professional track record in handling international groups in the last five years. 6. Must have handled at least three (3) government projects / events 7. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor. 8. Must have the capacity to provide first class tourists buses and vehicles. 	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	Php464, 900.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **05 August 2019, in a sealed envelope** and/or an advance copy thru email at **farhan_ambiong@tpb.gov.ph**, 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 or Mayor`s Permit/Certification*
3. *Tax or BIR Clearance/Certificate*
4. *Company Profile*
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 _____