

Request for Quotation

14 August 2019

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

Quotation No. TPB-RFQ 2019-08-625

PR NO. 8.070

Requirements: Services of a Tour Operator

Project Title: Philippine Airlines (PAL) Australian Media Familiarization Tour in Manila and Boracay
03 – 07 September 2019

Qty	Particulars	Estimated Total Amount
	<p align="center">Services of a Tour Operator for the Philippine Airlines (PAL) Australian Media Familiarization Tour in Manila and Boracay on 03 – 07 September 2019</p> <p align="center"><u>Terms of Reference</u></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 the Philippine Department of Tourism (DOT) Overseas office in Sydney and in partnership Philippine Airlines (PAL), is organizing a familiarization tour in Manila and Boracay for nine (9) persons composed of six (6) travel media representatives, representatives from the Philippine Tourism-Sydney (1), Melbourne Airport (1), and Philippine Airlines (1).</p> <p>The familiarization tour is part of the overall effort to showcase the new Boracay Island and the efforts of the Philippine government to promote sustainable tourism. A recent survey shows that 90% of Australians are concerned about environmental sustainability, thus, the main objective is to promote Boracay to the Australian tourists as a sustainable holiday destination.</p> <p>Purpose/Objectives</p> <p>Through this activity, the following objectives will be met:</p> <ul style="list-style-type: none"> • To showcase the country as an ideal holiday destination for the Australian market by forging ties with representatives of established and respected media publications; 	<p align="center">Php701,500.00</p>

- To promote the Philippines, and the direct flight from Melbourne to Manila;
- To highlight Boracay island, its attractions and tour activities to suit the different market readership profiles of the participating media publication;
- To showcase the country as an ideal holiday destination for the Australian market by being promoted by media representatives with strong following and engagement; and
- To position the country as a safe destination through articles with positive and first-hand experience to negate the recent adverse publicities.

Scope of Work/Deliverables:

TPB requires the services of a tour operator that would be able to provide the following:

Accommodation

- Manila: Nine (9) single room accommodations with breakfast in Metro Manila (Preferably Pasay City) for an overnight stay on 03-04 September 2019. Hotel should be AAA (or its equivalent) and DOT accredited preferably Conrad Manila, Hilton Manila or City of Dreams Manila. *(Awaiting approval of sponsorship)*
- Boracay: Ten (10) single room accommodations with breakfast in Boracay for a 4D3N stay on 04-07 September 2019. Resort should be AAA (or its equivalent) and DOT accredited preferably Crimson Resort, Movenpick Resort, The Lind Boracay or Shangri-La Boracay Resort & Spa. *(Awaiting approval of sponsorship)*

Note:

**Total cost of accommodation should be based on actual room expenses*

**Secured sponsorships should be deducted from the total expenses*

Transportation

- Coaster hire for Manila (03-04 and 07 September 2019)
- Van/s hire for Boracay (04-07 September 2019)

Note:

- * 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

Tours (kindly refer to the attached itinerary)

- Lakbay Museo on 03 September
- Island activities in Boracay as per attached itinerary

One (1) English-Speaking Tour Guide during all tours

Other Requirements

- Inclusion of additional miscellaneous and incidental expenses to be incurred during the tour (load card for Project Officer worth Php 500.00, 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

Meals

- Tour operator to arrange and provide meals indicated in the itinerary and to coordinate with TPB officer for pre-orders required on 03-07 September 2019. All meals to include AT LEAST one (1) drink of the participants' choice not limited to iced tea or juice.

Time Frame and Schedule of Work

A tour operator to provide the mentioned services from 03-07 September 2019. (Please see attached itinerary)

Eligibility Requirements

- Must be DOT accredited.
- Must be registered with the Philippine Government Electronic Procurement System (PhilGeps).
- Must be a member of DOT recognized organizations.
- Must have handled at least three (3) government projects / events.

Technical Eligibility Documents

- Company Profile
- PhilGeps Accreditation
- Valid DOT accreditation certificate
- Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name.
- Valid and current Mayor's permit/municipal license.

Payment Procedure

Send bill to the TOURISM PROMOTIONS BOARD – ATTN: James A. Sy, after the completion of services.

	<p>Evaluation Procedure</p> <p>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.</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	Php701,500.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **19 August 2019, in a sealed envelope** and/or an advance copy on 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.

(Original copy signed)

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. *Annual Income Tax Return for 2019*
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 _____