

Request for Quotation

16 August 2019

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

Quotation No. TPB-RFQ 2019-08-736

PR NO. 8.073

Requirements: Services of a Tour Operator

Project Title: KOL/Media Familiarization Trip with Cebu Pacific (Shanghai-Cebu Flight)
September 02 – 06, 2019 in Cebu City

Qty	Particulars	Estimated Total Amount
Lot 1	<p align="center">Services of a Tour Operator for KOL/Media Familiarization Trip with Cebu Pacific (Shanghai-Cebu Flight) on September 02 – 06, 2019 in Cebu City</p> <p align="center"><u>Scope of Services</u></p> <p>Background</p> <p>The Philippine Department of Tourism Shanghai office and Cebu Pacific Air, Inc. have organized a familiarization trip for media and key opinion leaders based in Shanghai to promote Cebu Pacific's latest flight of Shanghai-Cebu launched last April 16, 2019. The familiarization trip is scheduled on 02 – 06 September 2019 in Cebu.</p> <p>This media familiarization trip will pave way for a new market segment for consumers and new products for travel agencies. This aims to create more information about Cebu and nearby areas on its tourism product offerings. With KOL's followers leading the way in demanding for this new products.</p> <p>Objectives</p> <ul style="list-style-type: none"> • To create awareness among the consumers in Shanghai on the new route of Cebu Pacific and eventually lead to the interest in visiting the country; • To increase tourism revenue due to increase of arrivals to Cebu from Shanghai; and • To build a positive image of Cebu and nearby areas through the publicity generated from the KOL and media participants 	<p align="center">Php653,500.00</p>

	<p>Details of the Event</p> <ul style="list-style-type: none"> • Date : 02 – 06 September 2019 • Venue : Cebu • Expected Number of Foreign Participants : 11 pax • Total No. of Participants Including TPB Officer : 12 pax <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>Accommodation</p> <ul style="list-style-type: none"> • Twelve (12) single deluxe room accommodations with breakfast in Cebu for 4 nights on 02-06 September 2019. Recommended accommodation is Jpark Island Resort & Waterpark. <i>(Awaiting approval of sponsorship and should be deducted from the actual billing if granted)</i> <p>Transportation <i>(kindly refer to itinerary)</i></p> <ul style="list-style-type: none"> • One (1) Coaster, preferably 2016 model or newer <ul style="list-style-type: none"> – Cebu on 03-06 September 2019 • One (1) Van, preferably 2016 model or newer <ul style="list-style-type: none"> – Cebu on 02-03, and 06 September 2019 <p>Meals and Beverages (Refer to itinerary; hosted meals to be deducted from the billing statement)</p> <ul style="list-style-type: none"> • Breakfast for 12 pax on 03 September 2019; • Lunch for 12 pax from 03-06 September 2019; • Dinner for 12 pax from 03-06 September 2019; and • Onboard snacks and bottled water for 12 pax for the duration of the tour. <p>Meals and Beverages (Refer to itinerary; hosted meals to be deducted from the billing statement)</p> <ul style="list-style-type: none"> • Breakfast for 12 pax on 03 September 2019; • Lunch for 12 pax from 03-06 September 2019; • Dinner for 12 pax from 03-06 September 2019; and • Onboard snacks and bottled water for 12 pax for the duration of the tour. <p>Chinese Speaking Guide</p> <ul style="list-style-type: none"> • One (1) DOT accredited Chinese speaking tour guide to accompany the guests during the tour in Cebu from 03-06 September 2019. <p>Provision of banner (for group pictures) for the duration of the tour – Design to be provided by TPB</p>	
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	<p>Incentivized tour kit/travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.</p> <p>Miscellaneous expenses</p> <ul style="list-style-type: none"> • Inclusion of applicable entrance fees, environmental fees, parking fees, porter fees, etc; and • Inclusion of miscellaneous/incidental expenses to be incurred during the tour. <p>Other requirements</p> <p>Tour coordinator to accompany group and coordinate arrangements with the TPB Project Officer:</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 the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) – 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 – Tour operator to provide a detailed breakdown of the bid proposal as basis of the actual billing in the event that sponsorships shall be granted. <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><i>**The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total expenses.</i></p> <p>Timeframe and Schedule of Work</p> <p>A tour operator to provide the mentioned services from 02 – 06 September 2019. (Please see attached itinerary)</p>	
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	<p>Budget</p> <p>The allotted budget for the tour operator is Php 653,500.00 (inclusive of all applicable taxes).</p> <p>Total Bid Price Ceiling is PHP 653,500.00 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> <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 Requirements</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	Php653, 500.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **22 August 2019**, 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.

(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 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.

A F F I D A V I T

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 _____