

**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 2019-08-737**

PR NO. 8.050

**Requirements:** Services of a Tour Operator

**Project Title:** Awesome Festival Familiarization Tour  
September 19 – 25, 2019 in Cebu City and Davao City

Qty	Particulars	Estimated Total Amount
Lot 1	<p align="center"><b>Services of a Tour Operator for Awesome Festival Familiarization Tour on September 19 – 25, 2019 in Cebu City and Davao City</b></p> <p align="center"><b><u>Scope of Services</u></b></p> <p><b>Background</b></p> <p>Part of the approved COB for China market is to further build the Philippines' image in the market and to showcase its diverse product offering. With Dragon Trail as the PR company for China, part of its deliverables is to present the various facet of the Philippine tourism in the Chinese market through media exposure. In this regard, there will be six thematic media fam trip that will be undertaken as part of the PR plan. Awesome Festival Fam Tour is one of the media fam to be undertaken as part of the PR plan.</p> <p>In this familiarization tour, Dragon Trail shall be inviting ten (10) Key Opinion Leaders (KOLs) to a familiarization tour to Davao to witness the Kadayawan sa Davao, an annual festival in the city this coming 15-20 August 2019. These selected KOLs will visit Davao and get to experience the different tourist attractions and specialized tourist facilities that includes restaurants, hotels/resorts, activity areas that will be featured in their social media channels.</p> <p><b>Details of the Event</b></p> <p>Date : 19-25 September 2019  Venue : Bicol  Expected Number of Foreign Participants : 10 pax</p>	<p align="center"><b>Php869,650.00</b></p>

	<p><b>Purpose/Objectives</b></p> <p>Through this activity, the following objectives will be met:</p> <ol style="list-style-type: none"> <li>1. To be able to create a positive image of the Philippines in the market with the use of KOL media;</li> <li>2. To come-up with new destinations/activities that will be introduced in the Chinese market;</li> <li>3. To create interest in the market especially those from 2<sup>nd</sup> and 3<sup>rd</sup> tier cities to visit the Philippines;</li> <li>4. To feature the different facets of Davao to the Chinese tourists and make Davao as one of their choice destinations for travel;</li> <li>5. To generate about Php 80 million in terms of media publicity for the said fam trip.</li> </ol> <p>The Tourism Promotions Board (TPB) is inviting <i>qualified Philippine tour operators based in BICOL</i> to provide the requirements of the abovementioned event based on the following guidelines:</p> <p><b>Scope of Services</b></p> <p><u>Air Tickets</u></p> <p>Domestic Ticket for TPB Representative (1pax)  MNL-BICOL via PR 2921  BICOL-MNL via PR 2922</p> <p><u>Hotel Accommodation Requirements</u></p> <ol style="list-style-type: none"> <li>A. Tour operator to provide hotel accommodation in Camarines Sur: <ul style="list-style-type: none"> <li>- CamSur Watersports Complex, a six hectare watersport complex in Camarines Sur from 19-22 September 2019;</li> <li>- 10 single deluxe rooms with buffet breakfast on the entire duration of the stay;</li> </ul> </li> <li>B. Tour operator to provide hotel accommodation in Albay: <ul style="list-style-type: none"> <li>- Misbis Bay Resort, a 5 hectare resort next to Albay Gulf beach from 22-23 September 2019;</li> <li>- 10 single deluxe rooms with buffet breakfast on the entire duration of the stay;</li> </ul> </li> <li>C. Tour operator to provide hotel accommodation in Albay: <ul style="list-style-type: none"> <li>- The Oriental Hotel, an upscale hotel located 7 km from Lignon Hill Nature Park which offers Mayon views and is set on top of Taysan Hill</li> <li>- 10 single deluxe rooms with buffet breakfast on the entire duration of the stay</li> </ul> </li> </ol> <p>Note:</p> <ul style="list-style-type: none"> <li>• <i>Total cost of accommodation should be based on actual room expenses;</i></li> <li>• <i>Secured sponsorships should be deducted from the total expenses.</i></li> </ul>	
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	<p><b>Tour Guide Requirements</b></p> <ul style="list-style-type: none"> <li>• One (1) DOT Accredited Tour Guide for Bicol.</li> <li>• Tour guide based in Bicol who can speak fluently in Mandarin and English, knowledgeable not only about the destinations but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on <u>19-25 September 2019</u>.</li> <li>• Neatly dressed and coordinates with TPB representative on the schedule of activities.</li> <li>• Does NOT sell products nor ask tips from the guests.</li> </ul> <p><b>Transportation Requirements (BS)</b></p> <ul style="list-style-type: none"> <li>• Provision of one (1) coaster (20-30 seater) for arrival and departure transfers and tours based on the attached itinerary from 15-20 August 2019.</li> <li>• Provision of one (1) luggage van based on the attached itinerary from 15-20 August 2019.</li> <li>• Provision of tour vehicles with proper signage / labels and other amenities such as mineral waters and wet towels/wipes for each participants.</li> <li>• Coaster model should not be older than 2016</li> </ul> <p><b>Tours and Activities</b></p> <p>See attached itinerary</p> <p><b>Other Requirements</b></p> <ol style="list-style-type: none"> <li>a. Provision of a service vehicle for TPB Project officer (Residence-Airport-Residence)</li> <li>b. Coordination with TPB in all other matters required for the smooth implementation of the itinerary;</li> <li>c. Designation of a point person who will coordinate with TPB.</li> <li>d. Inclusion of a local guide in all included destinations.</li> </ol> <p><b>Budget</b></p> <p>The allotted budget is PHP 869,650.00 (inclusive of all applicable taxes).</p> <p><b>Payment Procedure</b></p> <p>Send bill to the TOURISM PROMOTIONS BOARD – ATTN: Ms. Maria Dolores R. Aparejado, OIC North Asia Division, after the completion of services.</p> <p><b>Evaluation Procedure</b></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</p>	
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Terms	30 days upon receipt of invoice
Delivery	15 days after received P.O
ABC	<b>Php869, 6500.00</b> 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](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.

*(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

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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 \_\_\_\_\_