TPBPHL
TOURISM PROMOTIONS BOARD PHILIPPINES

Request for Quotation

16 October 2019

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

Quotation No**.** **TPB-RFQ 2019-10-913**
PR No. **10.047**

Project Title: GTT Familiarization Trip in Cebu and Manila on 04 – 09 November 2019
Requirements: Services of a Tour Operator

Qty	Particulars	Estimated Cost
Lot 1	**Services of a Tour Operator for GTT Familiarization Trip in Cebu and Manila on 04 – 09 November 2019** **Terms of Reference** **SCOPE OF SERVICES/DELIVERABLES:** TPB requires the services of a tour operator that would be able to provide the following *(info below are subject to change, upon receipt of final details):* 1. Re-bookable and refundable air tickets for one (1) TPB Officer with 20 kilos luggage allowance: • *04 November 2019 – MNL to CEB* • *06 November 2019 – CEB to MNL* 2. Thirteen Rooms (13) rooms in a 4 or 5-star accommodation in Mactan, Cebu* inclusive of buffet breakfast from *03 to 06 November 2019 (3 nights)* **Either Shangri-La, Dusit Thani or Crimson* 3. Activities and tours with comprehensive travel insurance in Cebu and Manila during the Philippine leg from 04 to 09 November 2019—please see attached itinerary. 4. Transportation with comfortable seating for thirteen (13) persons with on-board refreshments, umbrellas, gasoline, toll fees, etc. in Cebu and Manila throughout the duration of the trip. Please include provision for luggage vans upon airport arrival and departure. 5. Services of one (1) competent and eloquent English speaking tour guide in tours and dates aforementioned. 6. Inclusion of meals in renowned restaurants serving Filipino and International food choices. 7. Incentivized tour kit/travel necessities—tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, etc. 8. Provision of banner (for group pictures) for the duration of the trip—design to be provided by TPB. 9. The tour operator should be able to provide assistance throughout the trip, with provision of a tour coordinator/guide to accompany the group. They should also be able to cater to any cancellations and/or additional requirements, including provision for miscellaneous expenses e.g. applicable entrance fees, environmental fees, terminal fees, parking, porter, communication expenses, etc. provided it would not exceed the budget.	PhP596,500.00

	10. Should TPB be able to secure sponsorships or discounted rates from partner establishments for this trip, the cost equivalent to the sponsorship value should not be included in the statement of account of the tour operator. 11. The statement of account should reflect the expenses incurred in the actual tour, inclusive of service charge and applicable taxes. 12. Any other requirements that may be mutually agreed upon by TPB and the service provider. The tour operator should have the following attributes: • Attentive and addresses the needs of the client • Has been in the travel industry for at least 3 years • Have handled previous TPB or DOT familiarization trips • Must be willing to provide services on a send bill arrangement **TIMEFRAME AND SCHEDUKE OF WORK:** A tour operator to provide the aforementioned services from 04 to 09 November 2019, please refer to attached itinerary. **TECHNICAL/LEGAL ELIGIBILITY DOCUMENTS:** 1. Must be accredited by the Department of Tourism (DOT) 2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS) 3. Must have an existing Landbank of the Philippines (LBP) bank account for payment purposes; should there be no LBP account, any applicable bank charges shall be shouldered by the supplier 4. DTI Business Registration/SEC Certificate 5. Valid Mayor's Permit or License to Operate 6. BIR Registration with TIN 7. Company Profile Bid Price Ceiling is **PhP 596,500.00** 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. Deadline for submission of bids should be at the close of Office hours on _____. For particulars, please contact: **Carmela Joy A. Febrio** The Americas Division, International Promotions Department Telephone numbers: (02) 247-0803 or (02) 525-9318 to 27 Email Address: carmela_febrio@tpb.gov.ph	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	**PhP596,500.00** inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 05:00 p.m on **22 October 2019, in a sealed envelope**, 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.

Sgd.
ROSELLE D. ROMERO
Acting Head
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*

ITINERARY FORM

(as of 12 October 2019)

Project Name: **GTT INTERNATIONAL FAMILIARIZATION TRIP**

Date: **04 to 09 November 2019**

Venue: **Cebu and Manila**

Date / Time	Activity	Remarks
04 November 2019, Monday		
03:30	Arrive in Manila	Via PR 105
08:25	Depart for Cebu	Via PR 2863
10:00	Arrive in Cebu	
	Early Check-in at the Resort	Shangri-La, Dusit Thani or Crimson
12:00	Lunch at the Resort	
	Leisure Time Checking of activities at the Resort	
18:00	Dinner	SuTuKil Restaurants in Mactan
	Overnight in Cebu	
05 November 2019, Tuesday		
05:00	Depart for Oslob	Packed Breakfast
08:00	Arrive at Oslob for the Whale Shark interaction	Arrange for wash-up rooms
10:00	Depart for Cebu City	
13:30	Lunch at Circa 1900	
	Proceed to Cebu City Heritage Tour • Magellan's Cross • Basilica Minore del Santo Niño de Cebu • Fort San Pedro • The Chocolate Chamber (with snacks) • Shopping at SM City Cebu	

19:00	Dinner in downtown Cebu	
	Overnight in Cebu	
06 November 2019, Wednesday		
06:00	Early Breakfast	Via PR ???
	Hotel Check-out	
09:00	Depart for Japan	
07 November 2019, Thursday		
	Group's tour in Japan	c/o GTT
08 November 2019, Friday		
	Group's tour in Japan	c/o GTT
09 November 2019, Saturday		
09:55	Depart Japan	Via PR 407
13:00	Arrive in Manila	
15:00	Running Tour of MOA/Entertainment City City of Dreams Tour	Ocular with snacks at City of Dreams
19:00	Depart for the Airport	NAIA 1 or 2

** END OF TRIP **

"ANNEX A"

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 _____