

**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 2019-10-914**

PR No. **10.046**

**Project Title:** Guangzhou Travel Agents Familiarization Trip to Cebu and Davao on  
04 – 10 November 2019

**Requirements:** Services of a Tour Operator

Qty	Particulars	Estimated Cost
Lot 1	<p><b>Services of a Tour Operator for Guangzhou Travel Agents Familiarization Trip to Cebu and Davao on 04 – 10 November 2019</b></p> <p style="text-align: center;"><b><u>Terms of Reference</u></b></p> <p>Project: Guangzhou Travel Agents Familiarization Trip to Cebu and Davao Date: 04-10 November 2019 Venue: Cebu, Davao and Manila</p> <p><b><u>BACKGROUND</u></b></p> <p>In compliance with the directives to promote new destinations through direct flights from 2<sup>nd</sup> and 3<sup>rd</sup> tier cities, the Philippine Department of Tourism (PDOT) Shanghai is currently working with Philippine Airlines (PAL) on the possibility of creating new direct flights from Guangzhou, China to Cebu and Davao. There are already on-going flights from Guangzhou to Cebu by China Southern Airlines and Quanzhou-Davao by Xiamen Airlines).</p> <p>Philippine Airlines is contemplating on the possibility of opening new routes from Guangzhou directly to the Philippines wherein Cebu and Davao can be viable destinations due to their geographical proximity and international airports.</p> <p>Cebu and Davao can also cater to the demand of China market with its recent development in terms of accommodation, transportation and tourist facilities. Dusit Hotel has just recently opened a 5-star hotel in both cities that can cater to China's mid to high end market.</p> <p>In order to create more information and interest in the market, especially for travel agents, on the possibility of creating direct flights to Cebu or Davao and to offer new tour products in the market; travel agents, charter agents and PAL representative will be invited to visit the said destinations.</p> <p>The project aims to hire the services of a tour operator who shall coordinate the ground arrangements for the smooth implementation of the familiarization trip. A seamless implementation of familiarization trip will give the Chinese guests an unforgettable experience and exceptional impression about the Philippines.</p>	PhP560,000.00

	<p><b><u>DETAILS OF THE EVENT</u></b></p> <p>Date : 04-10 November 2019</p> <p>Venue : Cebu, Davao and Manila</p> <p>Expected Number of Foreign Participants : <b>14 pax</b> (12 Chinese Travel Agents + 1 Philippine Airlines Officer + 1 PDOT Shanghai Officer)</p> <p>Total no. of participants : <b>15 pax (including 1 TPB Project Officer)</b></p> <p>The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine tour operators to provide and manage the requirements for ground arrangements (tours and activities, transportation, meals, tour guide, domestic air tickets, etc.) of the abovementioned event based on the following guidelines:</p> <p><b><u>SCOPE OF SERVICES (NO SUBCONTRACTING OF GROUND HANDLER)</u></b></p> <p>TOURS AND OTHER ACTIVITIES WITH DOT ACCREDITED GUIDE</p> <p>a. 04 November 2019</p> <ul style="list-style-type: none"> <li>- Arrange airport transfers.</li> </ul> <p>b. 05 November 2019</p> <ul style="list-style-type: none"> <li>- Arrange Davao Countryside Tour (Eden Nature Park and Resort, Philippine Eagle Center, Malagos Garden Resort, Wine and Cheese Tasting and Chocolate Museum Tour, Fruit Tasting Activity, Kadayawan Village)</li> </ul> <p>c. 06 November 2019</p> <ul style="list-style-type: none"> <li>- Arrange Cebu Tour (Magellan’s Cross, Basilica Minore del Santo Nino, Fort San Pedro, Temple of Leah, Taoist Temple, Tops Lookout)</li> </ul> <p>d. 07 November 2019</p> <ul style="list-style-type: none"> <li>- Arrange Island Hopping Tour (Hilutungan Island and Nalusuan Island)</li> </ul> <p>e. 08 November 2019</p> <ul style="list-style-type: none"> <li>- Arrange airport transfers</li> <li>- Arrange Intramuros Tour and shopping tour</li> </ul> <p>f. 09 November 2019</p> <ul style="list-style-type: none"> <li>- Arrange Tagaytay Tour (Sonya’s Garden, Puzzle Mansion, Museo Orlina, Local Handicraft Store)</li> <li>- Arrange airport transfers</li> </ul> <p><i>* Tour operator to provide boat transfers for island hopping tours</i></p> <p><i>*Tour operator to provide miscellaneous such as swimming/snorkeling gears, aqua shoes, activity fees, entrance fees and environmental fees during island hopping tour.</i></p>	
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**TRANSPORTATION (see attached itinerary)**

**Air**

- Arrange flight booking from Manila to Davao on 04 November 2019 via flight PR 2813 ETD: 1015H with 20kg baggage allowance for 1 pax (TPB Project Officer).
- Arrange flight booking from Davao to Cebu on 06 November 2019 via flight PR 2364 ETD: 08:20H with 20kg baggage allowance for 1pax (TPB Project Officer).
- Arrange flight booking from Cebu to Manila on 08 November 2019 via flight PR 1846 ETD: 08:30H with 20kg baggage allowance for 1pax (TPB Project Officer).

**Land**

- Provide a DOT-accredited bus/mini-bus (2015 model or newer) in Davao on 04-06 November that can accommodate 20 pax and one (1) luggage van.
- Provide a DOT-accredited bus/mini-bus (2015 model or newer) in Cebu on 06-08 November that can accommodate 20 pax and one (1) luggage van.
- Provide a DOT-accredited bus/mini-bus (2015 model or newer) in Manila and Environs on 08-09 November that can accommodate 20 pax and one (1) luggage van.

**Water**

- Arrange DOT-accredited boat/s that can accommodate 20 pax for Island Hopping Tours on 07 November 2019 in Cebu
- Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following:
  - Uniformed, presentable and trained drivers
  - Gasoline, toll and parking fees
  - Dispatcher / coordinator per vehicle
  - Provision of first aid kit and hygiene kit onboard containing wet towels/wipes, insect repellent, alcohol, sun screen, raincoat/poncho for each participants
  - Provision of proper, approved, clean signage for the vehicles
  - Provision of snacks on board
  - Provision of bottled water (4 bottles/pax/day) and wet towels

**MEALS and BEVERAGES (TBC)**

- Arrange lunch and dinner receptions for 15 pax during the tour.

<b>Date</b>	<b>Lunch</b>	<b>Dinner</b>
04 November 2019	Marina Tuna	Dusit D2 Davao (FOC)
05 November 2019	Eden Nature Park	Ahfat Seafood Plaza
06 November 2019	Isla Sugbo	Dusit Thani Mactan

Date	Lunch	Dinner
07 November 2019	TBC	Dusit Thani Mactan
08 November 2019	Blue Posts Boiling Crabs & Shrimps, Seascape Village	Dusit Thani Manila
09 November 2019	Balay Dako	Dusit D2 The Fort (FOC)

**\* TPB to negotiate hosted lunch/dinner. Secured sponsorships shall be deducted from the actual cost.**

**\* Budget for each meal per pax should be minimum of Php 1,000.00/pax for lunch and Php 1,200/pax for dinner**

Provision of a Mandarin-speaking Tour Guide/s (*kindly refer to attached itinerary*)  
DOT Accredited Tour Guide/s:

- Can speak Mandarin and English fluently
- Knowledgeable not only about Cebu, Davao, Manila and Environs but also with the history of the Philippines in terms of culture, lifestyle and culinary
- Neatly dressed and coordinates with TPB representative on the schedule of activities.
- Does NOT sell products nor ask tips from the guests.
- Available on 04-09 November 2019.

Provision of a tour coordinator who will provide miscellaneous budget for snacks and other tour-related expenses. The tour coordinator shall also communicate with TPB all other matters required for the smooth implementation of the tour.

**ELIGIBILITY REQUIREMENTS:**

- Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.
- List of international groups/events or foreign clients handled and list of handled TPB projects participated in the last five (5) years

**BUDGET FOR THE CONTRACT:**

The approved budget is **Php 560,000.00** (inclusive of all applicable taxes).

**PAYMENT PROCEDURE:**

Send bill to the TOURISM PROMOTIONS BOARD after the completion of services.

**MARIA DOLORES R. APAREJADO**  
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International Promotions Department  
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## ITINERARY FORM

Project Name: Guangzhou Travel Agents Familiarization Trip to Cebu and Davao

Date: 04-10 November 2019

Venue: Cebu and Davao

Date / Time	Activity	Remarks
<b>Day 1</b>		
<b>04 November 2019, Monday</b>		
0545H	ETD from Guangzhou Baiyun International Airport via PR 383	
0810H	ETA in Manila	
1015H	ETD from Manila via PR 2813	
1205H	ETA in Francisco Bangoy International Airport (Davao)	
	Lunch	Marina Tuna
	Proceed to hotel for check-in / Free-at-leisure	DusitD2 Davao
1700H	Ocular inspection of Dusit D2 Davao	
1800H	Cocktail with Dinner at Dusit Hotel Davao	
	Dinner	DusitD2 Davao
	Overnight at the hotel	
<b>End of Day 1</b>		
<b>Day 2</b>		
<b>05 November 2019, Tuesday</b>		
	Breakfast at the hotel	
0900H	Proceed to Countryside Tour	

	- Eden Nature Park and Resort	
1200H	Lunch	Eden Nature Park
1330H	Continuation of Countryside Tour  - Philippine Eagle Center - Malagos Garden Resort Wine and Cheese Tasting and Chocolate Museum Tour - Fruit Tasting Activity - Kadayawan Village	
	Dinner	Ahfat Seafood Plaza
	Proceed back to the hotel	
	Overnight at the hotel	
<b>End of Day 2</b>		
<b>Day 3</b>		
<b>06 November 2019, Wednesday</b>		
	Breakfast at the hotel	
0630H	Check out from the hotel /  Proceed to the airport	
0820H	ETD from Francisco Bangoy International Airport (Davao) via PR 2364	
0920H	ETA in Mactan-Cebu International Airport	
	Cebu City Tour  - Magellan's Cross - Basilica Minore Del Santo Nino - Fort San Pedro	
	Lunch	
	Continuation of Cebu Tour  - Taoist Temple - Temple of Leah - Tops Lookout	
	Proceed to hotel for check-in	Dusit Thani Mactan
	Dinner	
	Overnight at the hotel	

<b>End of Day 3</b>		
<b>Day 4</b>		
<b>07 November 2019, Thursday</b>		
	Breakfast at the hotel	
	Proceed to Island Hopping Tour - Hilutungan Island - Nalusuan Island	
	Lunch	
	Proceed back to the hotel / Freshen-up	
1630H	Ocular inspection at Dusit Thani Mactan	
1730H	Cocktail sunset at Dusit Thani Mactan	
	Dinner	
	Overnight at the hotel	
<b>End of Day 4</b>		
<b>Day 5</b>		
<b>08 November 2019, Friday</b>		
	Breakfast at the hotel	
0830H	ETD from Mactan Cebu International Airport via PR 1846	
0950H	ETA in Ninoy Aquino International Airport	
	Lunch	Blue Posts Boiling Crabs & Shrimps, Seascape Village
	Shopping Tour (MOA)	
	Proceed to hotel for check-in	Dusit Thani Manila
1800H	Ocular inspection at Dusit Thani Manila	
1900H	Dinner	



<b>End of Day 5</b>		
<b>Day 6</b>		
<b>09 November 2019, Saturday</b>		
	Breakfast at the resort	
	Proceed to Tagaytay - Sonya's Garden - Puzzle Mansion	
	Lunch	Balay Dako
	Continuation of Tagaytay Tour - Museo Orlina	
1500H	Proceed back to Manila	
1800H	Dinner	DusitD2 The Fort Manila
	Nightlife/Shopping at BGC	
	Proceed back to the hotel / Freshen up	Dusit Thani Manila
2230H	Proceed to the airport	
<b>End of Day 6</b>		
<b>Day 7</b>		
<b>10 November 2019, Sunday</b>		
0205H	ETD from Ninoy Aquino International Airport via PR 382	
0435H	ETA in Guangzhou, China	
<b>End of Tour</b>		

As of: 13 September 2019

Omnibus Sworn Statement

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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]*

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Book No. \_\_\_\_\_

Series of \_\_\_\_\_