

Request for Quotation

29 October 2019

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

Quotation No. **TPB-RFQ 2019-10-941**

PR No. **10.128**

Project Title: Product Tourism Destination Inventory (PTDI) on 13 – 17 November 2019
Davao City

Requirements: Services of a Tour Operator

Qty	Particulars	Estimated Cost							
Lot 1	<p align="center">Services of a Tour Operator for Product Tourism Destination Inventory (PTDI) on 13 – 17 November 2019 in Davao City</p> <p>Background:</p> <p>The Tourism Promotions Board (TPB) will identify new or potential areas for enhancement and development as products to be offered to the Domestic and International Markets. The project will be participated in by DOT accredited tour operators who will formulate tour packages based on the itinerary, establishing collaborative efforts of local government and private sector for a sustainable tourism in the country.</p> <table border="1" data-bbox="328 1240 1222 1341"> <tr> <td align="center"><u>LOT # 1</u> (5D/4N)</td> <td align="center">Davao</td> <td align="center">ABC Php773,000.00</td> </tr> </table> <p>Scope of Work/Deliverables:</p> <table border="1" data-bbox="328 1438 1222 1960"> <thead> <tr> <th align="center">Requirements</th> <th align="center">Particular</th> </tr> </thead> <tbody> <tr> <td> Accommodation In Davao Oriental (November 13-15, 2019) 15 rooms twin bed (deluxe type of room with complimentary breakfast) or equivalent to a HOMESTAY Program (November 15-17, 2019) 10 rooms twin bed (deluxe type of room with complimentary breakfast) 5 rooms queen size bed or any equivalent room </td> <td> <ul style="list-style-type: none"> Hotel/ Resort should be AAA (or its equivalent) and DOT accredited *Total cost of accommodation should be based on actual room expenses *Secured sponsorships or discounted rates should be deducted from the total expenses </td> </tr> </tbody> </table>	<u>LOT # 1</u> (5D/4N)	Davao	ABC Php773,000.00	Requirements	Particular	Accommodation In Davao Oriental (November 13-15, 2019) 15 rooms twin bed (deluxe type of room with complimentary breakfast) or equivalent to a HOMESTAY Program (November 15-17, 2019) 10 rooms twin bed (deluxe type of room with complimentary breakfast) 5 rooms queen size bed or any equivalent room	<ul style="list-style-type: none"> Hotel/ Resort should be AAA (or its equivalent) and DOT accredited *Total cost of accommodation should be based on actual room expenses *Secured sponsorships or discounted rates should be deducted from the total expenses	PhP773,000.00
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<p>Land transportation Transfer-in (from Airport to Davao Oriental on November 13, 2019) Transfer-out from Davao (from Lake Sebu to Hotel in General Santos City or Saranggani on November 13)</p> <p>3 vans x 5 days (November 13-17, 2019)</p> <p>*Project Officer will provide the flight details for the arrival and departure</p>	<p>covers transfer-in and out including, event venue * 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 *provision of Mineral Water/ candies/ wet tissue's Unit: Grandia 2015 *inclusive of overtime of the driver</p>	
<p>Tours and activities: No of pax: 15 Cultural Tour in Lake Sebu and Environ's</p> <ul style="list-style-type: none"> - Dahican Beach - Subangan Museum - Mount Hamiguitan Museum - Mt. Hamiguitan - The Beach Club by Lubi - The Island Buenavista <p>Inclusions: Entrance Fees and environmental fees Including Terminal Fee's, giveaways for the 50 participants (B2B tourism stakeholders, and PTDI participants)</p>		
<p>Meal provision such as lunch and dinner for the participants during the visit (AM Snack, Lunch, PM Snack, Dinner – 13-17 November 2019)</p> <p>Note: Meals must be approved by TPB</p>		
<p>Eligibility Requirements:</p> <ul style="list-style-type: none"> • 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 (List of completed and handled projects with brief narrative report). <p>Invitation to Suppliers:</p> <p>The winning bidders shall be determined in accordance with the process of R.A. 9184 and it's Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not</p>		

	<p>Project Officer/Contact Person:</p> <p>ABIGAIL FRANCISCO Domestic Promotions Department Email address: abigail_francisco@tpb.gov.ph / Tel. No: 525-1255 / 525-9318 local 242</p> <p>Budget:</p> <p>The allotted budget is PHP 773,000.00 (inclusive of all applicable taxes).</p> <p>Payment Procedure:</p> <p>Send bill to the TOURISM PROMOTIONS BOARD – Domestic Promotions Department after the completion of services.</p> <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	Php773,000.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 05:00 p.m on **05 November 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*

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 _____