

Request for Quotation

25 November 2019

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

Quotation No. **TPB-RFQ 2019-11-1021**

PR No. **11.082**

Project Title: Zhengzhou Travel Agents Familiarization Tour to Boracay on 13 – 18 December 2019

Requirements: Services of a Tour Operator

Qty	Particulars	Estimated Cost
Lot 1	<p style="text-align: center;">Services of a Tour Operator for Zhengzhou Travel Agents Familiarization Tour to Boracay on 13 – 18 December 2019</p> <p>Project: Zhengzhou Travel Agents Familiarization Trip to Boracay Date: 13-18December 2019 Venue: Boracay</p> <p>Background:</p> <p>Zhengzhou is one of the top tourist source cities in Northern China. As the key transportation hub, Zhengzhou plays an important role on outbound tourism in China. With charter flights, the first air route to connect Central China to Kalibo, it makes the Philippines accessible from this part of China.</p> <p>The flight was started by Pan Pacific Airlines with flight code 8Y831/8Y 830 using an airbus A320 aircraft with 179 seats. The maiden flight started on July 05, 2019 with 3 flights weekly.</p> <p>To support this route, a familiarization trip to Boracay will be conducted for 20 pax composed of charter operators’ partner travel agents. The familiarization trip will be crucial in helping the charterers develop and effectively sell Boracay tour packages and sustain the flight for a longer period.</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> <p>Details of the Event</p> <p>Date : 13-18December 2019 Venue : Boracay Expected Number of Foreign Participants : 14pax (Chinese Travel Agents) Total no. of participants : 15pax (including 1 TPB Project Officer)</p>	PhP996,000.00

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:

Scope of Services (No Subcontracting of Ground Handler)

1. ACCOMMODATION

- a. Henann Prime Beach Resort
- Provide 8 twin-sharing deluxe room accommodations with breakfast on 13-18December 2019 for the participants and TPB Project Officer.

2. TOURS AND OTHER ACTIVITIES WITH DOT ACCREDITED GUIDE

- a. 14December 2019
 - Arrange airport transfers.
 - Arrange island-hopping tour with lunch (Crocodile Island, Coral Garden, Willy's Rock, Puka Peach)
- b. 15December 2019
 - Arrange Ariel's Point Tour with lunch
- c. 16December2019
 - Arrange water activities (Helmet diving, Parasailing, Jetski)
 - Arrange ocular inspections in Discovery Shores Boaracay, The Lind Boracay, Paradise Garden Resort Hotel, The Auhana Boracay
- d. 17December2019
 - Arrange ATV Adventure
- e. 18December 2019
 - Arrange airport transfers

** Tour operator to provide boat transfers for island hopping tours*

** Tour operator to provide miscellaneous such as swimming/snorkeling gears, aqua shoes, activity fees, entrance fees and environmental fees during island hopping tours.*

3. TRANSPORTATION (see attached itinerary)

Land

- Provide a DOT-accredited bus/mini-bus(2015 model or newer) in Boracay on 14-18December2019 that can accommodate 20pax and one (1) luggage van.

Water

- Arrange Maritime Industry Authority (MARINA)-accredited boat/sthat can accommodate 20 pax for Island Hopping Tours on 14-16 December 2019 in Boracay
- 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

4. MEALS and BEVERAGES (TBC)

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

Date	Lunch	Dinner
14December 2019	Puka Beach	Henann Resort
15December2019	Nalka Seafood Restaurant	Los Indios Bravos
16December 2019	Ariel's Point	Nonie's Restaurant
17December 2019	Subo Boracay	The Pig Out Bistro
18December 2019	TBC	N/A

**** 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***

5. 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 Boracay 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 14-18December 2019.

6. 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:

1. Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.
2. 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 **Php996,000.00**(inclusive of all applicable taxes).

Payment Procedure:

	<p>Send bill to the TOURISM PROMOTIONS BOARD after the completion of services.</p> <p style="text-align: center;">MARIA DOLORES R. APAREJADO Officer-in-Charge, North Asia Division International Promotions Department 4/F Legaspi Towers 300 Roxas Boulevard Manila</p> <p>Supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p>Evaluation Procedure:</p> <p>The winning bid shall be selected based on the amount of bid and shall also consider the goods and services based on bidding documents, 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	PhP996,000.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 05:00 p.m on **29 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 _____