

Request for Quotation

18 December 2019

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

Quotation No. **TPB-RFQ 2019-12-1066**

PR No. **12.031**

Requirements: Services of a Tour Operator

Project Title: TPB/DOT Osaka Familiarization Tour for the JATA Hyogo Chapter Members
11 – 14 January 2019, Manila and Tagaytay

Qty	Particulars	Estimated Cost
Lot 1	<p>Services of a Tour Operator for TPB/DOT Osaka Familiarization Tour for the JATA Hyogo Chapter Members on 11 – 14 January 2019, Manila and Tagaytay</p> <p>Background:</p> <p>Familiarization tours provide first-hand knowledge to travel agents. It has become the most effective promotional platform to encourage the Japan travel trade specifically the frontline sales staff of a travel agency to promote the Philippines. Manila is now being re-positioned as a preferred destination for the West Japan market because of the developments in Manila, especially in Intramuros and Bonifacio Global City. These destinations are becoming popular among the Joshi Tabi or the ladies’ market. Further, PDOT Osaka has been promoting Tagaytay as an ideal destination for Japanese golf enthusiasts over the past years. Familiarization tours in Tagaytay for travel agents offering golf tour packages have been previously conducted.</p> <p>Therefore, PDOT Osaka has invited travel agents to participate in a familiarization trip for the JATA travel agents based in Hyogo prefecture scheduled on 11 – 14 January 2020 in Manila and Tagaytay.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • To enable Japanese travel agent participants in Hyogo prefecture to be updated with the facilities and activities offered by tourism establishments in Manila and the golf-related establishments in Tagaytay; • To encourage the Japanese travel agents selling the Philippines to execute intensive promotion campaigns to visit Manila and Tagaytay as top of the mind Philippine travel destinations among Japanese travelers in Hyogo through the tour packages; • To generate sales of Manila and Tagaytay (golf) tour packages based from the outputs of the agent participants • To position the Philippines as an ideal travel destination among Japanese travelers in Hyogo through this familiarization trip; and • To showcase the Filipino hospitality to the Japanese participants through various activities included in the familiarization trip 	PhP559,700.00

Details of the Event:

Date : 11 – 14 January 2020
Venue : Manila and Tagaytay
Expected Number of Foreign Participants : 09 pax
Total No. of Participants : 10 pax Including TPB Officer

Scope of Work/Deliverables:

TPB requires the services of a tour operator that would be able to provide the following:

Accommodation

- Ten (10) single occupancy deluxe room accommodations with breakfast in Manila for 3 nights on 11-14 January 2020. Preferably at Makati Shangri-La, Manila.

Check-in	Check-out	No. of Nights	Description	Type of Room	No. of Rooms
11 January 2020	14 January 2020	3	Location: Manila Preferred hotel: Makati Shangri-La, Manila	<ul style="list-style-type: none">• Single Occupancy and• Deluxe Room	10

****Awaiting approval of sponsorship and amount should be deducted from the actual billing if granted.*

Transportation (kindly refer to itinerary)

- **One (1) Coaster, preferably 2016 model or newer**
 - Manila and Tagaytay on 11-14 January 2020
- **One (1) Additional Van, preferably 2018 model or newer**
 - Tagaytay on 13 January 2020
- **One (1) Luggage Van, preferably 2016 model or newer**
 - Manila on 11 January and 14 January 2020

Meals and Beverages (Refer to itinerary; hosted meals to be deducted from the billing statement)

- Lunch for 10 pax from 12-14 January 2020
- Dinner for 10 pax from 12-13 January 2020
- Onboard snacks and bottled water for 10 pax for the duration of the tour

Tours and activities (Refer to itinerary)

- Manila Heritage Tour in Intramuros (Fort Santiago, Manila Cathedral, Casa Manila, San Agustin Church) on 12 January;
- Wellness experience with snacks in Nurture Wellness Village on 13 January;

Japanese Speaking Guide

- One (1) DOT accredited Japanese speaking tour guide to accompany the guests during the tour in Manila on 11-14 January 2020;
- One (1) additional DOT accredited Japanese speaking tour guide to accompany the participants during the golf activity in Tagaytay on 13 January 2020;

Comprehensive travel insurance for 09 pax for the duration of the trip

Provision of banner (for group pictures) for the duration of the tour – *Design to be provided by TPB*

Incentivized tour kit/travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.

Miscellaneous expenses

- Inclusion of applicable entrance fees, environmental fees, terminal fees, parking fees, porter fees, etc.
- Inclusion of miscellaneous/incidental expenses to be incurred during the tour

Other Requirements

- 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 onboard the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
- Provision of proper, approved, clean signage for the vehicles
- Coordination with TPB in all other matters required for the smooth implementation of the tour
- Designation of a point person who will coordinate with TPB

The tour operator should have the following attributes:

- Attentive and addresses the needs of the client
- Has been in the industry for at least 3 years
- Must be willing to provide services on a send bill arrangement
- Accredited by the Department of Tourism

Time Frame and Schedule of Work:

A tour operator to provide the mentioned services from **11 – 14 January 2020**. (Please see attached itinerary)

Budget:

The allotted budget for the tour operator is **Php 559,700.00** (inclusive of all applicable taxes).

Total Bid Price Ceiling is **PHP 559,700.00** 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.

Payment Procedure:

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

	<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 1004</p> <p><i>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.</i></p> <p>Evaluation Procedure:</p> <p>The winning bid shall be selected not solely based on the amount of bid and shall also consider the overall proposal based on bidding documents, provided that the amount of bid does not exceed the above total budget.</p> <p>Eligibility Requirements:</p> <ul style="list-style-type: none"> • Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company. • Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign. • Must be a member of DOT recognized organizations (Attach Certificate) • Must have handled at least three (3) government projects / events (Attach List of Projects handled for the past three years) • Must have the capacity to provide first class tourists buses and vehicles. 	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	PhP559,700.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 12:00 noon on **27 December 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.
ELOISA A. ROMERO
Administrative Officer V
Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**
Contact No 8 525-9318 local 268

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. *DOT Accreditation/Certificate (Latest)*
3. *Business or Mayor`s Permit/Certification*
4. *Annual Income Tax Return for 2018*
5. *Company Profile*
6. *PhilGEPS Certificate/Membership*
7. *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 _____