

Request for Quotation

29 January 2020

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

Quotation No. **TPB-RFQ 2020-01-035**

PR No. **1.055**

Project Title: Barbie Hsu and Dee Hsu Celebrity Philippine Coverage on 1 – 4 March 2019
Coron, Palawan

Requirements: Services of a Tour Operator

Qty	Particulars	Estimated Cost
Lot 1	<p data-bbox="357 815 1182 882">Services of a Tour Operator for Barbie Hsu and Dee Hsu Celebrity Philippine Coverage on 1 – 4 March 2019 in Coron, Palawan</p> <p data-bbox="320 981 515 1010">I – BACKGROUND</p> <p data-bbox="320 1046 1219 1182">Ladies travelers from China to the Philippines only represents 26.40%. The ladies market are known to spend more on shopping, wellness, relaxation and high quality accommodation. Attracting the said market to the Philippines will create more tourism revenue.</p> <p data-bbox="320 1220 1219 1547">To capture the Chinese ladies market, the Tourism Promotions Board through the DOT Shanghai office will invite celebrity sisters, Barbie Hsu and Dee Hsu. Both sisters played in the Meteor Garden series. Aside from that, both ladies have more than 40 Million followers in their Weibo accounts that can generate million of views during their public activities. They also had a hit TV travel series entitled “We Are Real Friends,” which became popular among the millennial females in China. The Hsu sisters will be featured in Chic Magazine for their 12th anniversary cover story shooting. Chic Magazine is a monthly fashion magazine with readership of 120 M for their print and online magazine.</p> <p data-bbox="320 1583 533 1612">Details of the Event</p> <p data-bbox="320 1648 919 1677">Date : 01-04 March 2020</p> <p data-bbox="320 1680 890 1709">Venue : Coron, Palawan</p> <p data-bbox="320 1711 799 1805">Expected Number of <i>Foreign Participants</i> and TPB representative : 23 pax</p> <p data-bbox="320 1874 616 1904">II – PURPOSE/OBJECTIVES:</p> <p data-bbox="416 1939 1043 1968">Through this activity, the following objectives will be met:</p>	PhP993,000.00

1. Create an image for Philippines as a ladies destination and as “ The Best Island in the World” in the Chinese market with the use of celebrities;
2. Come-up with new destinations/activities that will be introduced in the market in relation with the celebrities visit.
3. Create interest in the market especially those from 2nd and 3rd tier cities to which have direct flight to the Philippines.

The Tourism Promotions Board (TPB) is inviting *qualified Philippine tour operators* to provide the requirements of the abovementioned event based on the following guidelines:

III – SCOPE OF SERVICES

Hotel Accommodation Requirements:

- A. Tour operator to provide hotel accommodation in Coron:
 1. Preferably at Busuanga Bay Lodge, a five star boutique hotel in Coron Palawan.
 2. 6 single deluxe rooms and 10 twin sharing rooms with buffet breakfast on 01-04 March 2020;
- B. Tour operator to provide hotel accommodation in Manila:
 1. Preferably at Conrad , a 5 star luxury hotel at the Seaside Boulevard on 04 March 2020;
 2. 6 single deluxe rooms and 10 twin sharing rooms with buffet breakfast on 04 March 2020;

Note:

- *Total cost of accommodation should be based on actual room expenses;*
- *Secured sponsorships should be deducted from the total expenses.*

IV – TOUR GUIDE REQUIREMENTS:

- One (1) DOT Accredited Tour Guide for Coron and Manila.
- Tour guide who can speak fluently in Mandarin and English, knowledgeable not only about the destinations but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on 01-04 March 2020.
- Tour guide should present his/her DOT accreditation certificate for verification.
- Neatly dressed and coordinates with TPB representative on the schedule of activities.
- Does NOT sell products nor ask tips from the guests.

V – TRANSPORTATION REQUIREMENTS (BUS):

- Provision of one (1) coaster (20 seater) for arrival and departure transfers and tours based on the attached itinerary from 13-18 April 2020.
- Provision of one (1) luggage van based on the attached itinerary from 13-18 April 2020.
- Provision of tour vehicles with proper signage / labels and other amenities such as mineral waters and wet towels/wipes for each participant.

	<ul style="list-style-type: none"> • Provision of first aid kit for the participants • Parking Fees, meals and accommodation of the driver and guide are included in the bid amount • Coaster model should not be older than 2016 <p>VI – MEALS</p> <p>Full board meals for 24 pax (based on the attached itinerary)</p> <p>VII – TOURS AND ACTIVITIES</p> <p>See attached itinerary</p> <p>VIII – OTHER REQUIREMENTS:</p> <ol style="list-style-type: none"> a. Coordination with TPB in all other matters required for the smooth implementation of the itinerary; b. Designation of a point person who will coordinate with TPB. c. Inclusion of a local guide in all included destinations. <p>IX – BUDGET</p> <p>The allotted budget is PHP 993,000.00 (inclusive of all applicable taxes).</p> <p>X – PAYMENT PROCEDURE</p> <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>XI – 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 the receipt of the approved Purchase Order (P.O)	
ABC	Php993,000.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 12:00 noon on **4 February 2020, 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 (valid)*
2. *Business or Mayor`s Permit/Certification (valid)*
3. *Annual Income Tax Return (2019)*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership (valid)*
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 _____