

Request for Quotation

12 February 2020

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

Quotation No. **TPB-RFQ 2020-02-058**

PR No. **2.007**

Project Title: Tourism Promotions Board (TPB) 6th Regional Travel Fair
31 March – 6 April 2020

Requirements: Transportation Services

Qty	Particulars	Estimated Cost				
Lot 1	<p>Transportation Services for Tourism Promotions Board (TPB) 6th Regional Travel Fair on 31 March – 6 April 2020 in Laguna</p> <p>BACKGROUND</p> <p>The Tourism Promotions Board (TPB) will conduct the 6th Regional Travel Fair (RTF) on 02-05 April 2020. The Travel Fair is a 4-day event that will showcase a 3-day Business-to-Consumer (B2C) selling of domestic packages, pre-tour, a half-day Business-to-Business (B2B) and forum, to be participated by invited DOT-accredited tour operators nationwide. This is also a great opportunity to sell other domestic tour packages in time for the coming lean season.</p> <p>SCOPE OF SERVICES/DELIVERABLES</p> <table border="1" data-bbox="320 1267 1222 2009"> <thead> <tr> <th data-bbox="320 1267 772 1301">REQUIREMENTS</th> <th data-bbox="772 1267 1222 1301">PARTICULARS</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 1301 772 2009"> <p>To provide transportation services that can accommodate at least 10-12 seater passengers for van and 50 passengers for bus</p> <ol style="list-style-type: none"> 1. Air-conditioned; 2. Preferably Toyota Grandia at least 2016 model for van; 3. Preferably at least 2016 model for bus, fully air-conditioned, well-maintained unit; 4. Bus unit must be equipped with microphone; 5. Provision of one (1) driver assistant, preferably with tour guiding experience, aboard the bus; 6. Route: around Sta. Rosa City and neighboring areas (if necessary) and airport transfers; </td> <td data-bbox="772 1301 1222 2009"> <ul style="list-style-type: none"> - 31 March to 06 April 2020 Two (2) vans - 01-06 April 2020 Three (3) vans <ol style="list-style-type: none"> 1. Arrival from airport to Sta. Rosa, Laguna and vice versa. 2. Shuttle service from hotel to Ayala Mall, Nuvali, Sta. Rosa, Laguna and vice versa. - 01 April 2020 <ul style="list-style-type: none"> • One (1) 50-seater bus and one (1) back-up van for the pre-tour; and • Provision of one (1) DOT-Accredited Tour Guide who will join the tour <ol style="list-style-type: none"> 1. 07:00H – Sta. Rosa to Pandin Lake, San Pablo Laguna; </td> </tr> </tbody> </table>	REQUIREMENTS	PARTICULARS	<p>To provide transportation services that can accommodate at least 10-12 seater passengers for van and 50 passengers for bus</p> <ol style="list-style-type: none"> 1. Air-conditioned; 2. Preferably Toyota Grandia at least 2016 model for van; 3. Preferably at least 2016 model for bus, fully air-conditioned, well-maintained unit; 4. Bus unit must be equipped with microphone; 5. Provision of one (1) driver assistant, preferably with tour guiding experience, aboard the bus; 6. Route: around Sta. Rosa City and neighboring areas (if necessary) and airport transfers; 	<ul style="list-style-type: none"> - 31 March to 06 April 2020 Two (2) vans - 01-06 April 2020 Three (3) vans <ol style="list-style-type: none"> 1. Arrival from airport to Sta. Rosa, Laguna and vice versa. 2. Shuttle service from hotel to Ayala Mall, Nuvali, Sta. Rosa, Laguna and vice versa. - 01 April 2020 <ul style="list-style-type: none"> • One (1) 50-seater bus and one (1) back-up van for the pre-tour; and • Provision of one (1) DOT-Accredited Tour Guide who will join the tour <ol style="list-style-type: none"> 1. 07:00H – Sta. Rosa to Pandin Lake, San Pablo Laguna; 	PhP440,000.00
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REQUIREMENTS	PARTICULARS
7. Inclusive of accommodation and meals for driver; 8. Inclusive of gasoline, overtime and toll fees (if necessary); and 9. Well-uniformed driver.	2. 14:00H – Depart to San Pablo to Biñan, Laguna; and 3. 18:00H – Depart to Biñan to Santa Rosa.
ELIGIBILITY REQUIREMENTS	
<p>Must comply with the legal, technical, and other requirements under R.A. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR).</p>	
SPECIAL/ADDITIONAL REQUIREMENTS	
<p>The service provider must present the following documentation:</p> <ul style="list-style-type: none"> - Department of Tourism (DOT) Accreditation Certificate - Department of Transportation (DOTr) Certificate with Transport Operator Certification - Drivers must be a Professional Driver with LTO License - Willing to provide services on “send-bill” arrangement 	
INVITATION TO SUPPLIERS	
<p>The winning bidders shall be determined in accordance with the process of R.A. 9184 and its 2016 Revised IRR. Award shall be based on the Lowest Calculated and Responsive Quotation (LCRQ) or Single Rated Quotation provided that it does not exceed the ABC.</p>	
PROJECT OFFICERS/CONTACT PERSONS	
<p>Ms. Michelle S. Alcantara / Mr. Mark Nicole M. Evangelista Sales Division, Domestic Promotions Department</p>	
Email address	: <i>michelle_alcantara@tpb.gov.ph</i>
	: <i>nicole_evangelista@tpb.gov.ph</i>
Telephone No.	: 8 525-1255; 8 525-9318 loc. 268
Terms	30 days upon receipt of invoice
Delivery	15 days after the receipt of the approved Purchase Order (P.O)
ABC	PHP440,000.00 inclusive of all applicable taxes

The last day for submission of **quotation** is not later than 03:00 P.M. on **18 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. *TIN Certificate/Tax Clearance*
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 _____