

## Request for Quotation

**26 February 2020**

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

Quotation No. **TPB-RFQ 2020-02-092**

PR No. **2.070**

**Project Title:** 6<sup>th</sup> Regional Travel Fair (RTF) 2020

**Requirements:** Hotel Accommodation with Food and Beverage

Qty	Particulars	Estimated Cost		
Lot 1	<p>Hotel Accommodation with Food and Beverage for the 6<sup>th</sup> Regional Travel Fair (RTF) 2020</p> <p><b>Background</b></p> <p>The Tourism Promotions Board (TPB) will conduct the 6<sup>th</sup> Regional Travel Fair on 02-05 April 2020. The Travel Fair is a 4-day event that will showcase a 2-day Business-to-Consumer (B2C) selling of domestic packages, Pre-tour, a half-day Business-to-Business (B2B) and forum, to be participated in 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> <table><tr><td><b>Hotel Accommodation with Food and Beverage</b></td><td><b>Php 800,000.00</b></td></tr></table> <p><b>A. Room Accommodation (TPB Personnel/Officials, Participants , Speakers) in Sta. Rosa, Laguna inclusive of breakfast</b></p> <p><u>TPB Secretariat and DOT</u></p> <ul style="list-style-type: none"><li>➤ 6 deluxe twin rooms on 31 March to 6 April 2020;</li><li>➤ 5 Single Room deluxe x 3 nights (officials VIP) 1-4 April 2020 - Inclusive of breakfast on 2-4 April 2020</li></ul> <p><u>Speakers</u></p> <ul style="list-style-type: none"><li>➤ 3 Single room x 2 nights 1-2 April 2020 - Inclusive of breakfast on 2 April 2020</li></ul> <p><u>DOT Region/Sellers (Twin Sharing)</u></p> <ul style="list-style-type: none"><li>➤ 40 (2 beds) Twin Deluxe room x 5 nights 1-6 April 2020 - Inclusive of breakfast on 2-6 April 2020</li></ul> <hr/> <p><b>54 Total Rooms</b></p>	<b>Hotel Accommodation with Food and Beverage</b>	<b>Php 800,000.00</b>	PhP800,000.00
<b>Hotel Accommodation with Food and Beverage</b>	<b>Php 800,000.00</b>			

	<p>Food and Beverage (Menu to be submitted by supplier subject for approval of TPB)</p> <ul style="list-style-type: none"> <li>➤ Breakfast buffet Minimum of 50 pax – maximum 70 pax</li> <li>➤ Lunch – Set Meal Minimum of 50 pax – maximum 70 pax</li> <li>➤ Dinner-Set meal Minimum of 50 pax – maximum 70 pax</li> <li>➤ With over flowing coffee and one round of juice or soda</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>- 01 April 2020: Arrivals of participants. Breakfast are not included on 1 April 2020; and</li> <li>- <i>Confirmation of number of pax 3 days before the event</i></li> <li>➤ Provide registration area for the arrival of the guest designated at the hotel lobby on 1 April 2020</li> </ul> <p><b>B. Eligibility Requirements:</b></p> <p>Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.</p> <p><b>C. Special/Additional Requirements:</b></p> <p>Hotel must be:</p> <ul style="list-style-type: none"> <li>• Hotels and resorts should be DOT-accredited and deluxe.</li> <li>• Willing to provide services on “send-bill” arrangement.</li> <li>• Within the vicinity of Nuvali, Sta. Rosa City</li> </ul> <p><b>D. Invitation to Suppliers:</b></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 exceed the ABC per lot.</p> <p><b>E. Project Officers/Contact Persons</b></p> <p>MICHELLE ALCANTARA OR NICOLE EVANGELISTA Domestic Promotions Department Email address: michelle_alcantara@tpb.gov.ph or nicole_evangelista@tpb.gov.ph / Tel. No: 8525-1255 / 8525-9318 local 268</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after the receipt of the approved Purchase Order (P.O)	
ABC	<b>PhP800,000.00</b> inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 03:00 p.m. on **3 March 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**

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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 \_\_\_\_\_