

Request for Quotation

5 March 2020

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

Quotation No. **TPB-RFQ 2020-03-105**

PR No. **3.009**

Project Title: Marketing Enhancement Program – 6th Regional Travel Fair (RTF) 2020

Requirements: Services of a Tour Operator

Qty	Particulars	Estimated Cost
Lot 1	<p>Services of a Tour Operator for Marketing Enhancement Program in conjunction with the 6th Regional Travel Fair (RTF) 2020 on 2 – 5 April 2020</p> <p>Background:</p> <p>The majorities of the local communities in the Philippines are often rural and economically marginalized which lead to the development and promotion of community tourism. The objectives of the community in establishing tourism are the following: pure economic gains, conservation of their natural and cultural heritage, self-mobilization, and community empowerment while showcasing the various local products and services that can be taken in many forms such as community markets, homestays, agro-tourism, community-based tourism (CBT), community –based ecotourism (CBET), and OTOP (handicrafts, garments, pottery household utensils, processed and unprocessed foods.)</p> <p>In time for the 6th RTF, the Tourism Promotions Board (TPB) will feature the following local communities with traditional embroidery and weaving:</p> <ol style="list-style-type: none"> 1. Lumban, Laguna 2. Maragondon, Cavite 3. Southern Palawan 4. Kiangnan, Benguet <p>This is to showcase, market and promote their community-based tourism products and help the local communities in effectively promoting these to the consumers.</p>	PhP287,000 .00

TOUR SERVICES PROVIDER		ABC: PhP287,000.00
Scope of Work/Deliverables:		
Requirements	Particulars	
<p>A. To provide artisans or stand animators to showcase the various local products and services that can be taken in many forms such as community markets, homestays, agro-tourism, community-based tourism (CBT), community-based ecotourism (CBET), and OTOP (handicrafts, garments, pottery household utensils, processed and unprocessed foods.)</p> <p>Duration : 02-05 April 2020</p> <p>Inclusive of transportation, air tickets, meals, and other expenses to be incurred for the duration of the event;</p>	<p>Three (3) pax Lumban, Laguna embroiderer</p> <p>Three (3) pax Maragondon, Cavite weavers</p> <p>Three (3) pax Southern Palawan mat weavers from Northern Palawan</p> <p>Three (3) pax Kiangan, Benguet weavers</p> <p>TPB Secretariat will provide the names of the artisans or stand animators a week before the event;</p> <p>The artisans shall provide the products to be displayed during event</p>	
<p>B. Transportation</p> <p>Three (3) Vans 10-12 seaters with aircon at least Toyota Grandia</p> <p>Inclusive of meals , accommodation, parking fees and toll fees</p>	<p>April 1 and April 6, 2020</p> <ol style="list-style-type: none"> One (1) van for Lumban, Laguna to Sta. Rosa, Laguna vice versa One (1) Maragondon, Cavite to Sta. Rosa , Laguna and vice versa One (1) Kiangan, Benguet to Sta. Rosa, Laguna One (1) van Shuttle services on April 2-5, 2020 within Sta. Rosa 	
<p>C. Air-ticket for (3) pax</p> <p>April 1 , 2020 – Puerto Princesa-Manila</p> <p>April 2, 2020 – Manila Puerto Princesa</p> <p>20 kilos baggage allowances</p> <p>For the weaver's paraphernalia</p>	<ol style="list-style-type: none"> Puerto Princesa-Manila-Puerto Princesa Inclusive land transportation expenses from Barangay Isumbo Sofronio Española, Palawan to airport and vice versa Airport transfer to Sta. Rosa 	
<p>D. Accommodation</p>	<p>4 triple room sharing x 5 nights</p> <p>Inclusive of breakfast</p>	
<p>E. Meals</p>	<p>Covering lunch and dinner not lower than PhP500 per pax</p>	
<p>F. Other related expenses inclusive of insurance</p>	<p>Not exceeding Php5,000.00</p>	
<p>Eligibility Requirements:</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>Special/Additional Requirements:</p> <p>Tour Services Provider must be:</p> <ul style="list-style-type: none"> • Tour operator and DOT-accredited • Willing to provide services on “send-bill” arrangement <p>Invitation to Suppliers:</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>Project Officer/Contact Person</p> <p>MICHELLE ALCANTARA Domestic Promotions Department Email address: michelle_alcantara@tpb.gov.ph / Tel. No: 525-1255 / 525-9318 local 268</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days right after the receipt of the approved Purchase Order (P.O.)	
ABC	Php287,000.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 12:00 noon on **11 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. Tax Clearance/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 _____