

Request for Quotation

30 October 2020

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

Quotation No. **TPB-RFQ 2020-10-360**

PR No. 10.042

Project Title: Quality Management System Post – Planning Session on 17 – 19 November 2020

Requirements: Services of a Tour Operator

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p>Services of a Tour Operator for Quality Management System Post – Planning Session on 17 – 19 November 2020</p> <p>TERMS OF REFERENCE (as of October 26, 2020)</p> <p>Background:</p> <p>The Tourism Promotions Board (TPB), together with its consultant will be conducting a three-day workshop for its QMS Post-Planning Workshop for the establishment of TPB's Performance Scorecard, Corporate Quality Objectives, Work Programs for 2021-2022.</p> <p>Date: 17 – 19 November 2020 (Target dates of implementation)</p> <p>No. of Participants: 35 Participants</p> <p>Objective:</p> <p>This project requires the engagement of tour operator company (preferably Baguio-based) for the provision of venue, accommodation and transportation requirements during the conduct of the 3-day TPB QMS Post-Planning Workshop.</p> <p><u>Specifications</u></p> <p>Transportation Requirements:</p> <p>Routes</p> <p>The company is expected to provide transportation services during the entire implementation of the project (target date is on 17-19 November 2020)</p> <p>Day 01</p> <ul style="list-style-type: none"> - From residence of participants to accommodation in Baguio City - Whole day rental of the vehicle within Baguio City <p>Day 02</p> <ul style="list-style-type: none"> - Whole day rental of the vehicle within Baguio City <p>Day 03</p> <ul style="list-style-type: none"> - From Baguio City to residence of participants (details to be provided by the Project Officer) 	PhP877,000 .00	PhP877,000 .00

	<p>General Specifications:</p> <p>Compliance with the DOT New Normal Health and Safety Guidelines for Tourist Land Transport Services</p> <p>Technical Requirements:</p> <ol style="list-style-type: none"> Vehicle must be a 2018 model or newer, air-conditioned and with current registration and insurance Seven (7) vans adhering to Passenger Limit Guidelines set by the DOTr and LTFRB All vehicles should be well ventilated, and air conditioning shall be on non-recirculated mode to maximize air changes that reduce potentially infectious particles in the vehicle. Must have a thermometer gun, basic first-aid kits, and sanitation kits with 70-percent solution alcohol or alcohol-based hand sanitizer and tissue paper or disposable wet wipes, for the free use of passengers, inside all vehicles. A separate trash bag for all gloves, facemasks, PPE sets, wet wipes and other sanitation disposables used by the passengers shall be available inside the vehicle. Rates must include the use of vehicles, drivers' services (inclusive of overtime of the drivers), drivers' meals and communication expenses, parking fees, toll fees, vehicle maintenance and consumables such as fuel, oil and lubricants Drivers must have at least three years of experience as professional driver, be familiar with the major and minor routes in the areas within Greater Metro Manila, its environs and Baguio City Assigned drivers to the vehicles must undergo swab test and meet the criteria of having negative results. Drivers must observe personal hygiene and proper grooming. They must be in uniform and should wear personal protective equipment (PPE), complete with face masks and gloves, provided by their operator. Deep cleaning and proper disinfection and sanitation of vehicles before and after every use, especially the frequently touched surfaces such as seats, armrests, door handles, light, and air controls. Provision of proper, approved, clean signage for the vehicles assigned for TPB. <p><u>Venue and Accommodation Requirements</u></p> <p>Availability:</p> <ol style="list-style-type: none"> Meeting venue (17-19 November 2020) Rooms: (17-19 November 2020) <ul style="list-style-type: none"> - Four (4) Single Superior Queen Room - Fifteen (15) Superior Twin Room <p>Location/Site Condition/Neighborhood Data:</p> <ol style="list-style-type: none"> Located within the city of Baguio Must be at least a three (3) star business hotel With valid certificate to operate from the Department of Tourism (DOT) and the Local Government Unit (LGU) Conforming with the government's safety guidelines and protocols Provision of at least seven (7) parking passes / complimentary parking for vehicle of TPB officials, guests and participants 		
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	<p>Rooms:</p> <ol style="list-style-type: none"> a. Must be a DOT-accredited hotel or conference venue b. Superior room as the minimum category for all rooms c. Inclusive of daily breakfast for all checked-in guests d. Complimentary Wifi access per room e. Complimentary drinking water, replenished daily f. In-room safe g. In-room coffee and tea making facilities <p>Venue:</p> <p>Provision of facilities/services as follows:</p> <ol style="list-style-type: none"> a. Cluster set-up good for 35 pax (with enough space to move around) b. Function room to be used until 10:00pm (maximum) on 17-18 November 2020 c. At least four (4) Easel boards with Easel sheets d. Whiteboard with marker and eraser e. LCD Projector (rental included in the package) and Screen f. Signage stands for meeting rooms and other directional signage g. Registration table with telephone h. Secretariat table i. Microphones (minimum 4 pieces) j. Existing Light and Sound System k. Provision for electric outlets / extension cords per table (including the registration and secretariat tables) l. Wifi access in the meeting room for at least 50 concurrent users on multiple devices in all areas to be designated within the function room m. Pencils and pads n. Mints, nuts and/or candies o. Hot and cold water dispenser p. Stand-by dedicated staff during the workshops <p>Food/Meal for the Workshop</p> <p>Provision of the following meals good for 35 persons</p> <ol style="list-style-type: none"> a. Morning and afternoon snacks inclusive of one round of soft drinks or iced tea (Preferred AM & PM Snacks: Sandwiches or Pasta) on 17-18 November 2020 b. Plated lunch inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 17-18 November 2020 c. Plated Dinner inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 17-18 November 2020 <p>Arrangement Set-up (Meals)</p> <ol style="list-style-type: none"> a. Flowing brewed coffee/tea for the participants while the event is on-going b. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies) c. Drinking water shall be provided for the participants d. Food served shall be fresh, hot and ready at least 30 minutes before each meal e. All dinnerware and glassware necessary for the event f. Waiters/Service Personnel clad in clean uniforms g. Designation of a banquet coordinator 		
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	<p><u>Additional Eligibility Requirements</u></p> <ol style="list-style-type: none"> DOT Accreditation Certificate of Authority to Operate for the hotel accommodation Certificate of Compliance to DOT New Normal Health and Guidelines for Tourist Land Transport Services issued by the supplier Certificate of Employment for all assigned drivers to indicate years of service in the company and/or Bio-data/Curriculum Vitae as proof of having at least three (3) years of experience as professional driver, be familiar with the major and minor routes in the areas within Greater Metro Manila, its environs and Baguio City Must have an existing credit line with TPB or would allow send-bill arrangement. <p>Note:</p> <ol style="list-style-type: none"> For the compliance to the Terms of Reference (TOR), interested bidder/s are encouraged to fill-up the provided STATEMENT OF COMPLIANCE duly signed and dated by the authorized representative of the company in the issued TOR attached in the posting. This will be included on the submission of bid; and Additional Eligibility Requirements must be submitted as well. <p><u>Approved Budget for the Contract (ABC)</u></p> <p><u>EIGHT HUNDRED SEVENTY-SEVEN THOUSAND PESOS (Php 877,000.00)</u> inclusive of all applicable fees and taxes.</p> <p><u>Terms of Payment</u></p> <ol style="list-style-type: none"> 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>For particulars, please contact:</p> <p>MARIVIC M. SEVILLA Telephone numbers: (02) 525-9318 to 27 local 209 or (02) 525-6443 Email address: mavic_sevilla@tpb.gov.ph</p> <p>CHELSEA P. LUNA Telephone numbers: (02) 525-9318 to 27 local 212 or (02) 525-6443 Email address: chelsea_luna@tpb.gov.ph</p>		
Terms	30 days upon receipt of invoice.		
Delivery	17 – 19 November 2020		
ABC	Php877,000.00 inclusive of all applicable fees and taxes		

The last day for submission of **quotation** is not later than 12:00 noon on **5 November 2020, thru e-mail at farhan_ambiong@tpb.gov.ph**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery 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.



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 (2020)*
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 _____