

Request for Quotation

19 November 2020

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

Quotation No. **TPB-RFQ 2020-11-388**

PR No. 11.033

Project Title: Philippine Destination Inventory Phase 1: Manila – Pampanga in December 2020

Requirements: Services of a Tour Operator

Unit	Particulars	Unit Cost	Total Cost				
Lot 1	<p>Services of a Tour Operator for the Philippine Destination Inventory Phase 1: Manila – Pampanga in December 2020</p> <p>TERMS OF REFERENCE (as of November 18, 2020)</p> <p>Background:</p> <p>The Tourism Promotions Board (TPB) will conduct the inventory of different destinations in the Philippines. The program aims to formulate tour packages in anticipation of the reopening of the various tourism destinations and properties that adhere to the government’s safety guidelines and protocols. It will be participated by TPB Members, DOT-accredited tour operators, and media.</p> <p>The conduct of the tourism destination assessment and inventory will focus on the following:</p> <ul style="list-style-type: none">- DOT–Accredited restaurants, accommodation, and MICE facilities- Recreations, special interest activities, and other leisure activities- Tourist mode of transportation <p>This shall be opened for bidding under small value procurement to qualified bidders.</p> <p>Lot 1 – 3 Days and 2 Nights – Pampanga for PhP750,000.00</p> <p>Scope of Work/Deliverables:</p> <table><tr><th>Requirements</th><th>Particular</th></tr><tr><td><p>Accommodation:</p><p>Target Date: 2nd week December 2020 (subject to change without prior notice)</p><p>25 rooms twin bed (2 Nights, deluxe type of room with complimentary breakfast)</p><p>Note: Health and Safety Guidelines, including Protocols, must be strictly observed.</p></td><td><p>Hotel/ Resort should be AAA (or itsequivalent), and DOT accredited.</p><p>*Total cost of accommodation should be based on actual room expenses</p><p>*Secured sponsorships or discounted rates should be deducted from the total expenses</p></td></tr></table>	Requirements	Particular	<p>Accommodation:</p> <p>Target Date: 2nd week December 2020 (subject to change without prior notice)</p> <p>25 rooms twin bed (2 Nights, deluxe type of room with complimentary breakfast)</p> <p>Note: Health and Safety Guidelines, including Protocols, must be strictly observed.</p>	<p>Hotel/ Resort should be AAA (or itsequivalent), and DOT accredited.</p> <p>*Total cost of accommodation should be based on actual room expenses</p> <p>*Secured sponsorships or discounted rates should be deducted from the total expenses</p>	PhP750,000.00	PhP750,000.00
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	<p>TPB will notify the service provider in case of changes in the scheduled date.</p> <p>Land Transportation:</p> <p>6 VANS (DAY 01) Assembly Area: Resorts World New Port Pasay</p> <p>(Adhering to physical distancing/compliance to health and safety protocol)</p> <p>(DAY 02-03)</p> <p>6 VANS for the whole duration of the Tour (detailed route shall be based on the final itinerary to be provided by the project officer)</p> <p>drop-off to all participants and TPB Officials and personnel (the project officer shall provide details)</p> <p>Tours and Activities:</p> <p>No of pax: 25 pax (Participants)</p> <ul style="list-style-type: none"> - Farm Tour in Tarlac - Demonstration in Guagua - Pilgrimage Tour in Guagua, Lubao, and Bacolor with Mass - Heritage Tour in Pampanga - Heirloom Culinary Demonstration in Pampanga - CDC Tour - CAPAS Tour <p>Environmental and Entrance Fees (to be determined by TPB based on the recommended sites and attractions of DOT Regional Office)</p> <p>Provision of Health and Safety Tour Kit/Travel Necessities:</p> <p>Tissue, wipes, 1.76 oz. or 50g sanitizer, 150 ml alcohol, five sachets of mosquito repellent and or off lotion, disposable hooded emergency raincoat, towel, gloves, N95 (25 pax) and face shield (25 pax);</p> <p>First Aid Kit on Board the Tour Vehicle with essential medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p>	<p>Note:</p> <ul style="list-style-type: none"> * Gasoline, toll, and parking fees * Dispatcher/coordinator per vehicle * Provision of first aid kit on board * Provision of proper, approved, clean signage for the vehicles * Provision of 2 Mineral Water per day per passenger/ candies/ wet tissue. <p>Unit: Grandia 2015</p> <ul style="list-style-type: none"> * Inclusive of overtime of the driver <p>In terms of health and safety protocols</p> <ul style="list-style-type: none"> *Daily disinfection of the vehicle <ul style="list-style-type: none"> * Secured sponsorships or discounted rates should be deducted from the total expenses 		
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Provision of RT PCR Tests or Antigen Test for all the participants		
Provision of RT PCR Tests or Antigen Test for all the participants Provision of enough umbrellas on board for the participants in case it rains.		
Provision of 25 pcs. Souvenir/ local giveaways/ or assorted local food from the Region	Note: Kindly coordinate with the Project Officer on the details.	
Provision for on-site related expenses as the need arises amounting to P50,000.00 <ul style="list-style-type: none">Airport Terminal Fees (option)Porter Fees (option)Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)		
<ul style="list-style-type: none">Incentivized Lunch and Dinner Breakfast – from Day 01 to Day 03 AM/ PM snack from Day 01 to Day 03 Incentivized Lunch Day 01- For 35 pax (25 participants/5 LGUs/ 5DOT) Day 02 – For 35 pax (25 participants/5 Tourism Stakeholders of Pampanga/ 5 CDC/LGU-Pampanga) Day 03 – For 35 pax (25 participants/5 Tourism Stakeholders of Pampanga/ 5 CDC/LGU- Tarlac) Note: The project officer must approve the menu.	<ul style="list-style-type: none">Incentivized Lunch and Dinner not less than Php2,000.00 per meal per pax including am and pm snacks not less than Php500.00 per pax Note: Lunch and dinner throughout the tour are with one (1) round of drinks (choice of any beverage)	
Comprehensive Travel Insurance (with hospitalization) for 15 pax		
Provision of AVP - Videographers		

Eligibility Requirements:

- Must be DOT accredited/ or TPB Member (Must submit a Certificate).
- Must be a member of DOT recognized organizations (Must submit a Certificate).
- Must have handled at least three (3) government projects/events (List of handled projects must be submitted).
- Must be a Local Tour Operator of the Region/ or can handle the destinations above (Submit equivalent document, if any).

	<p>Invitation to Suppliers:</p> <p>The winning bidder shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. The 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 Officers/Contact Persons:</p> <p>ALBERTO B. GADIA, JR. Domestic Promotions Department Email address: alberto_gadia@tpb.gov.ph / Tel. No: 525-1255 / 525-9318 local 268</p> <p>Approved Budget for the Contract (ABC):</p> <p>The allotted budget is PHP 750,000.00 (inclusive of all applicable taxes).</p> <p>Note: For the Itinerary of Travel, please refer to the actual posting of the requirement. Or may request directly on the Procurement Officer-in-charge with e-mail provided below for a copy of the document.</p> <p style="text-align: center;">*** Nothing Follows ***</p>		
Terms	30 days upon receipt of invoice.		
Delivery	2 nd Week of December		
ABC	PHP750,000.00 inclusive of all applicable fees and taxes		

The last day for submission of **quotation** is not later than 09:00 a.m. on **25 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 _____