

Request for Quotation

23 February 2021

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



Quotation No. **TPB-RFQ 2021-02-074**

PR No. 2.032

Project Title: Tourism and Technology Forum
Requirements: Production of Corporate Giveaways

Unit	Particulars	Unit Cost	Total Cost
<p>Lot 1</p>	<p align="center">Production of Corporate Giveaways – Tourism and Technology Forum on 18 – 19 March 2021</p> <p>Background:</p> <p>The Travel and Tourism Technology Forum (TTF), organized by the Tourism Promotions Board (TPB) Philippines, aims to raise awareness on technological trends and a variety of digital tools to engage travelers at home and encourage them to travel whenever possible. It likewise aims to generate valuable feedback and ideas from industry stakeholders for creating a new direction for smart tourism projects. The TTF will be held in a hybrid format wherein selected speakers and delegates will be present in both live and virtual sessions. The Forum will run a series of informative sessions and open discussions presented by industry experts over a period of two days. Moreover, the forum is expected to be attended by at least 50 onsite delegates and an approximate of 500 online participants. Registration will be offered free to travel and tourism stakeholders.</p> <p>In view of this, the TPB is in need of a supplier that can supply and facilitate the delivery and shipment of identified giveaways and prizes for the Tourism and Technology Forum.</p> <p>Specifications: The specifications of the required event giveaways and prizes are as follows:</p> <p>Event Giveaways for Onsite Delegates, Local Speakers, VIPs and Winners</p> <ul style="list-style-type: none"> • Product: Incentivized/Customized Travel Kit • Quantity: <ul style="list-style-type: none"> 70 boxes/sets <i>Breakdown as follows</i> Local Delegates – 50 VIPs – 16 Gamification winners minor prize (2 for each day) – 4 	<p align="center">PhP248,000.00</p>	<p align="center">PhP248,000.00</p>

- **Specifications** The incentives gift box must contain the following:

ITEM	SPECIFICATIONS
<p>1) Collapsible Chroma Key Green Screen Background</p>  <p>* estimated retail price,Php 500-600</p>	<p><u>Features:</u></p> <ul style="list-style-type: none"> ○ Special background plates for photography, color saturation, fine quality ○ It folds into an easy carrying pouch and can be attached in any type of chair ○ Durable and flexible steel spring frame insures easy spreading and closing of visual effect <p><u>Size:</u></p> <ul style="list-style-type: none"> ○ Round (142 cm x 56 in) <p><u>Color:</u></p> <ul style="list-style-type: none"> ○ Green <p><u>Material:</u></p> <ul style="list-style-type: none"> ○ Polyester
<p>2) 10w Qi Wireless Charging Pad - universal compatibility (<i>Android & iPhone</i>)</p>  <p>* estimated retail price, Php 800 - 1000</p>	<p><u>Features:</u></p> <ul style="list-style-type: none"> ○ With a high-efficiency chipset providing 10W high-speed charging for Samsung Galaxy, and a 7.5W charging mode to charge iPhone ○ Sleep-friendly LED indicator that lets the user know the charging status ○ Power Wave transmits charging power directly through protective cases <p><u>Size:</u></p> <ul style="list-style-type: none"> ○ Round Slim (11.2 mm x 100mm) <p><u>Color:</u></p> <ul style="list-style-type: none"> ○ Black <p><u>Material:</u></p> <ul style="list-style-type: none"> ○ Metal with Multi-Protect safety technology
<p>3) Portable handheld Travel UV Sterilizer</p>	<p><u>Features:</u></p> <ul style="list-style-type: none"> ○ Lightweight hand-clam shell design saves space and allows for sterilization of the desired area at any time ○ Built-in automatic safety switch, the UV lamp is automatically turned off when the rotating sterilization tube is facing up ○ Kills up to 99.9% of germs &



* estimated retail price, Php 400-500

- mites on hard surfaces
- Sanitize without chemicals or irritants

Size:

- Lightweight foldable wand (3.5cm x 2.5cm x 12.5)

Color:

- White

Material:

- UV Led

* The customized box/kit should be able to fit all specify items including the following promotional materials to be provided by TPB:

<ul style="list-style-type: none"> ○ Bamboo Tumblr (7cm dia. x 24cm h) 	
<ul style="list-style-type: none"> ○ IMFITP Shirt (18 in w x 30 in l) 	
<ul style="list-style-type: none"> ○ IMFITP World Adaptor (6.30cm x 5.80cm x 4.60cm) 	


• **Packaging Requirements:**

- Must be made of high-quality, eco-friendly and sustainable materials;
- Must include the Event Name (*layout to be provided by TPB*); and
- Must be neatly and carefully sealed and tagged with a TPB Compliments Card (*layout to be approved by TPB*)

Note: A sample/mock-up must be submitted for quality validation prior to production.

Gamification Major Prize for Onsite and Online Delegates

Product	Moleskine Smart Writing Set
Quantity	2 sets (1 for each day)
Specifications	<p><u>Features:</u></p> <ul style="list-style-type: none"> ○ Seamlessly transfers what is written on the notebook page to device, digitizing analog notes & allowing to notate, share, search, edit, & organize vision. The app is both Android & Apple compatible ○ Record audio to sync with notes translation that can be saved in PDF, & upload to Google or

	<p>Evernote</p> <ul style="list-style-type: none"> ○ One set contains the following: Paper Tablet Smart Notebook, with special paper designed to work with Moleskine Smart Pen, Moleskine Smart Pen, USB cable for smart pen recharging, 1 pen tip ink refill and Volant XS Starter Journal <p><u>Size:</u></p> <ul style="list-style-type: none"> ○ 13x21 cm / 5x8.25 in ○ <p><u>Color:</u></p> <ul style="list-style-type: none"> ○ Black and Red <p><u>Sample Photo:</u></p>  <p>*estimated retail price Php 10,000 – 13,000</p>		
<p>Packaging Requirements</p>	<ul style="list-style-type: none"> • Must be made of high-quality, eco-friendly and sustainable materials • Must include the Event Name (<i>layout to be provided by TPB</i>) • Must be neatly and carefully sealed and tagged with a TPB Compliments Card (<i>layout to be approved by TPB</i>) <p><i>Note: A sample / mock-up must be submitted for quality validation prior to production</i></p>		
<p>Product</p>	<p>Moleskine Smart Writing Set</p>		
<p>Delivery/Shipment:</p> <ul style="list-style-type: none"> • TPB will provide the supplier the complete list of recipients (<i>for winners participated as online delegates, VIPs and local speakers</i>). Thus, actual address of the recipients will be provided to the winning bidder. Winning bidder is expected to ensure the privacy of the addresses and to be used only for the purpose of delivering/shipping of the event giveaways. • The supplier must be able to deliver or facilitate the safe delivery of the prizes to the intended recipients locally (<i>within the Philippines</i>) within 2 weeks after the event • All deliveries must bear the FRAGILE sticker/s (<i>c/o supplier</i>). • The supplier must submit to TPB the proof of delivery to all recipients within 15 upon complete delivery <p>Target Date of Delivery:</p>			

	<p>The complete set of giveaways must be delivered to TPB and inspected on or before 12 March 2021.</p> <p>Approved Budget for the Contract (ABC):</p> <p>TWO HUNDRED FOURTY-EIGHT THOUSAND PESOS (PHP 248,000.00) inclusive of all applicable taxes.</p> <p>Payment Terms:</p> <p>Send bill to the Tourism Promotions Board; Final payment in 30 days upon receipt of invoice, billing and/or other pertinent documents</p> <ul style="list-style-type: none"> Statement of Account / Billing Statement addressed to: <p>MARIA ANTHONETTE C. VELASCO - ALLONES Chief Operating Officer Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> <p>Contact Persons:</p> <p>For particulars, please contact TPB-MICE Organizing Committee:</p> <ol style="list-style-type: none"> Ms. Raquel Tria Acting Head, MICE Department Raquel_tria@tpb.gov.ph Ms. Sherdoll Bayona Senior Convention Services Officer, MICE Department sherdoll_bayona@tpv.gob.gov.ph Ms. Natasha Blanquisco Convention Services Officer III, MICE Department natashia_blanquisco@tpb.gov.ph <p>Special Instruction:</p> <ul style="list-style-type: none"> Interested bidder/s are encouraged to provide samples of the giveaways (customized box, green screen, wireless charged and portable travel UV sterilizer) except the event prize (moleskin writing set). This is only a lot requirement so the bidders are expected to quote all the requirements under one financial proposal. <p style="text-align: center;">*** Nothing Follows ***</p>		
Terms	30 days upon receipt of invoice.		
Delivery	12 March 2021		
ABC	PHP248,000.00 inclusive of all applicable taxes		

The last day for submission of **quotation** is not later than 02:00 p.m. on **1 March 2021, thru e-mail at farhan_ambiong@tpb.gov.ph** for the advance copy of the bid documents and the original copy to the address provided below, 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

8 525-9318local 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. *Business or Mayor`s Permit/Certification (as of 2021)*
2. *Tax Clearance/Annual Income Tax Return (latest)*
3. *Company Profile (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (provided below)*

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]