

Request for Quotation

13 April 2021

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

Quotation No. **TPB-RFQ 2021-04-136**

PR No. 2.037

Project Title: World Travel and Tourism Council (WTTC) Global Summit 2021

Requirements: Corporate Giveaways

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p align="center">Corporate Giveaways for the Philippines' Virtual Attendance Promotion Campaign at the World Travel and Tourism Council (WTTC) Global Summit</p> <p>A. VIP Set (Cost per set: Php3,500.00 x 50 pax)</p> <ul style="list-style-type: none"> - Phil. Fabric Facemasks - Small Pouch - Scented Candles or Essential Oil Roller - Bottled Hand Sanitizer - Wireless Ear Buds - LED Ring Light - Packed in a box <p>Background:</p> <p>The Philippines was chosen to host the World Travel and Tourism Council (WTTC) Global Summit in 2021. A formal announcement will be made during the Summit in Cancun, Mexico on 25 – 27 April 2021.</p> <p>In 2019, the Tourism Promotions Board (TPB) spearheaded the Philippines' bid to host the Summit which involved the process of conducting meetings with focal persons at the WTTC, facilitating site visits of venues and hotel facilities in Manila, soliciting endorsements from tourism stakeholders and preparing the bid document.</p> <p>Now that the WTTC Global Summit has been conferred to the Philippines, there is a need for the Department of Tourism and the TPB to participate and conduct attendance promotion in the 2021 edition of the WTTC Global Summit in Cancun Mexico.</p> <p>TPB is in need of incentivized / personalized gift box with unique Philippine-made giveaways which will highlight the Philippines' celebration of the 500th Anniversary of Christianity to be given to the VIPs and delegates during the</p>		<p>Php175,000.00</p>

Philippines' virtual attendance promotion campaign at the WTTC Global Summit 2021 in Mexico.

Specifications:

VIP Set

Required Quantity: 50 sets

Packaging: Gift Box (see attached sample with measurements)


- Layout must be printed in full color (see attached layout)
- Must be made of high-quality, eco-friendly and sustainable materials
- Must integrate the theme of the Philippines' 500th Anniversary of the Circumnavigation on the packaging (layout to be provided by TPB)
- Must be neatly and carefully sealed with a ribbon or string to complement the packaging, to be and tagged with Compliments Card (*layout to be provided by the TPB*)
- Must allocate at least 1 to 2 cm allowance for the dividers inside the box

Product/Item	Specifications
Philippine fabric face masks	<ul style="list-style-type: none"> ● Washable face masks made of Philippine fabrics such as abaca, yakan, abel and binakul cloth. ● With interior pockets for the insertable filters
Small pouch	<ul style="list-style-type: none"> ● Face mask pouch and can fit all types of regular-sized facemasks ● Size: 13 x 10.5 x 1.2cm (Fits Ordinary Surgical Mask Size) ● Material: Plastic, with Antibacterial Nano Silver Ion AG+Treatment
Scented candles or essential roller	Essential oil or a candle (in a simple packaging) to help calm themind, have more focus and spark energy
Bottled hand sanitizer	<ul style="list-style-type: none"> ● Organic or natural hand sanitizer which contains no harmful chemicals such as hormone-disrupting triclosan and clinically-proven to kill germs on contact ● Contains soothing aloe extract that moisturizes the skin with Vitamins B1, B2, B6, C and Amino Acids
Wireless earbuds (earphones)	<ul style="list-style-type: none"> ● Up to 18hrs of combined playback with charging case, up to 5hrs of continuous playing ● Pressure-free touch control ● Bluetooth version: 5.0 ● Noise cancellation
LED Ring light with mini tripod phone holder	<ul style="list-style-type: none"> ● 360° adjustable holder; Dimmable LED ring light with a wide dimming range from 1% - 100% and 3 adjustable colors (white light, warm light & soft light); ● Works with most devices that support USB port;

Coffee Table Book	Note: This will come from the TPB		
<p>Note: A sample/mock-up must be submitted together with the bid submission for quality validation prior to production</p>			
<p>Target Delivery Date:</p>			
<p>The complete set of giveaways must be delivered to TPB and inspected on or before 2 June 2021.</p>			
<p>Eligibility Requirements:</p>			
<ul style="list-style-type: none"> ○ Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations ○ Must be accredited by the Philippine Government Electronic Procurement System(PHILGEPs) ○ Must be Filipino owned, operated and legally existing under Philippine laws ○ Must be willing to accept send bill arrangement 			
<p>Bid price ceiling is Php 175,000.00 inclusive of all applicable taxes. Deadline for submission of bid should be at the close of office hours on _____.</p> <p>For particulars, please contact Ms. Raquel A. Tria or Ms. Jelline Cruz at telephone numbers (02) 525-1153 and 525-9318 loc 230 / 227 or email at raquel_tria@tpb.gov.ph or jelline_cruz@tpb.gov.ph</p>			
<p>*** Nothing Follows ***</p>			
Terms	30 days upon receipt of invoice.		
Delivery	2 June 2021		
ABC	Php175,000.00 inclusive of all applicable charges and taxes.		

The last day for submission of **quotation** is not later than 03:00 p.m. on **21 April 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. *Annual Income Tax Return (latest)*
3. *Company Profile/Curriculum Vitae (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]