

Request for Quotation

20 May 2021

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

Quotation No. **TPB-RFQ 2021-05-183**

PR No. 5.017

Project Title: TPB's Participation in the 28th Travel Tour Expo (TTE)

Requirements: Services of a Tour Operator

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p>Services of a Tour Operator TPB's Participation in the 28th Travel Tour Expo (TTE) on 22 – 26 July 2021</p> <p>Background:</p> <p>The Travel Tour Expo (TTE), considered as the country's biggest annual travel and tourism event, was initially held in 1994 so that Philippine Travel Agencies Association (PTAA) members could have a platform to offer discounted domestic and international travel deals along with other travel related products and merchandize.</p> <p>The 28th TTE event will be staged both virtual and physical to adhere on the new normal guidelines of safety protocols promulgated by the IATF and the Department of Tourism. The expo will feature 200 exhibitors a cross section of the Philippine tourism industry along the national tourism organizations and embassies.</p> <p>TPB's participation aims to deliver a highly-cost-effective sales and marketing tool through direct sales, launch of new products/destinations, lead generation, recruitment of new TPB members, and networking/building and maintaining of client stakeholders.</p> <ul style="list-style-type: none"> Convey a positive outlook towards Philippines as a safe, culturally diverse and fun tourism destination of choice Bring back the confidence to travel <p>Based on the foregoing premises, the Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for TPB's participation in the 28th Travel Tour Expo (TTE) 2021.</p> <p>Specific Requirements:</p> <p><u>Accommodation</u></p> <ul style="list-style-type: none"> Provide hotel accommodation (twin-sharing) inclusive of breakfast on 22-26 July 2021 	PhP256,000.00	PhP256,000.00

	Hotel must be located within	Number of Rooms
Check in date: 22 July 2021	3 kilometers from SMX Convention Center Manila	6
23 July 2021		6
24 July 2021		6
25 July 2021		6
Check out date: 26 July 2021		0
Total Room Nights		24

- Must be located within 3 kilometers from the SMX Convention Center Manila
- Dates are subject to change without prior notice
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a Department of Tourism (DOT) Certificate of Authority to Operate or Provisional Certificate or Authority to Operate and/or recipient of WTTC Safe Travel Stamp prior to its operation. **Submit a copy of the Certificate same day of the bid submission.**
- Must be TPB Member. **Submit a copy of the Certificate same day of the bid submission.**
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in
- Itinerary to be sent (subject to change without prior notice)
- Provide free transportation from hotel to SMX Convention Center Manila and vice versa, if available

Transportation

- Two (2) units van including gasoline

a. First van to begin servicing on 21 July 2021 until 26 July 2021

Date	Route	Number of Units
21 July 2021	TPB to any points within Metro Manila and its environs	1
22 July 2021		1
23 July 2021		1
24 July 2021		1
25 July 2021		1
26 July 2021		1

b. Second van to begin servicing on 22 July 2021 until 26 July 2021

Date	Route	Number of Units
22 July 2021	TPB to any points within Metro Manila and its environs	1
23 July 2021		1
24 July 2021		1
25 July 2021		1

- Dates are subject to change, without prior notice
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Uniformed, presentable and trained drivers
- Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.
- Minimum engine displacement at least 2.5 to 3.5L
- Van adequate to transport 4 – 6 persons with luggage and driver
- Equipped with climate control or air-conditioning
- With universal van sliding windows
- Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles
- Equipped with safety belts for all seats
- Be at all times clean and tidy when arriving to pick up the passengers
- Regularly checked for roadworthiness and safety
- Maximum use of 15 hours per day inclusive of overtime and driver's fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit on board
- Provision of umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills
- Itinerary to be sent (subject to change without prior notice)
- Multiple pick up and drop off points within Metro Manila and its environs

Additional Technical Eligibility Requirements:

- Must be legally registered tour operator company or travel agency under Philippine laws for 5 years. **Required to submit proof of registration either from SEC, DTI or CDA;**
- Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. **Required to submit a list of completed projects from 2018 – 2020;**
- Must be DOT-accredited tourism enterprise. **Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;**
- Must be TPB Member. **Required to submit TPB Certificate of Membership;**
- Must have expertise in organizing and coordinating travel arrangements in Metro Manila. **Required to submit a list of projects conducted in Metro**

	<p>Manila.</p> <ul style="list-style-type: none"> • Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the tour operator company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies. <p>Approved Budget for the Contract (ABC):</p> <p>The ABC is Two Hundred Fifty-Six Thousand Pesos (₱256,000.00) inclusive of applicable taxes and fees.</p> <p>Terms of Payment:</p> <p>Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.</p> <p>Contact Person:</p> <p style="text-align: center;">MILO S. OROPEZA Domestic Promotions Department milo_oropeza@tpb.gov.ph</p> <p style="text-align: center;">*** Nothing Follows ***</p>		
Terms	30 days upon receipt of invoice.		
Delivery	22 – 26 July 2021		
ABC	Php256,000.00 inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 10:00 a.m. on **28 May 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.

Sgd.
ROSELLE D. ROMERO
Administrative Officer IV
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]