

Request for Quotation

11 May 2021

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

Quotation No. **TPB-RFQ 2021-05-171**

PR No. 5.009

Project Title: Philippine Travel Exchange (PHITEX) Site Validation in Bicol

Requirements: Ground Handling Services

Unit	Particulars	Unit Cost	Total Cost								
Lot 1	<p>Ground Handling Services for the Philippine Travel Exchange (PHITEX) Site Validation in Bicol on 22 – 25 May 2021</p> <p>Relative to the approved theme for the PHITEX 2021 entitled “Beyond Business: Co-creating Safe, Smart and Sustainable Tourism”, the PHITEX Committee Members will conduct site validation in Bicol to highlight the local communities’ handicrafts.</p> <p>This year’s PHITEX intends to highlight one of TPB’s banner programs, “Habi” or “Weave”. The TPB’s Banner Program on “Habi” or Weave is Pursuant to the updated Philippine Development Plan (PDP) 2017-2022 and the Reformulated National Tourism Development Plan (NTDP) 2021-2022, which both identify Philippine culture and values as a priority. Likewise, it aligns with the UNWTO Sustainable Development Goals (SDG), specifically Goal 10 on Reduced Inequalities, which cites tourism as a powerful tool for community development by giving communities the opportunity to prosper in their place of origin. It is interesting to explore the fate of the BICOL handloom weaving industry under the context of the global market because the industry reflected its cultural heritage and emerging practices which serves as sources of rural employment and supplement household income.</p> <p>The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine tour operators/ground handler to provide and manage the roundtrip airticket, accommodation, meals, transportation and tours with local guide requirements of the abovementioned event based on the following guidelines:</p> <table border="1"> <thead> <tr> <th>DURATION</th> <th>DESINATION</th> <th>NO. OF PAX</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>(4D/3N)</td> <td>NAGA CITY- LEGASPI CITY</td> <td>7 PAX</td> <td>FOUR HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED PESOS</td> </tr> </tbody> </table>	DURATION	DESINATION	NO. OF PAX	ABC	(4D/3N)	NAGA CITY- LEGASPI CITY	7 PAX	FOUR HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED PESOS	PhP438,700.0 0	PhP438,700.0 0
DURATION	DESINATION	NO. OF PAX	ABC								
(4D/3N)	NAGA CITY- LEGASPI CITY	7 PAX	FOUR HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED PESOS								

(PHP
438,700.00)

Scope of Work/Deliverables:

Requirements	Particular
<p>I. ROUNDTrip DOMESTIC AIR-TICKETS WITH EXCESS BAGGAGE</p> <p>a. Provision of roundtrip domestic air tickets for 7 pax (Manila – Legazpi and or Naga / Legazpi – Manila)</p> <p>Legazpi-Manila 25 May via PR 2926 (1640H-1755H)</p> <p>b. Provision of extra 10 kilos baggage allowance per passenger per way.</p>	<p>Flight Details: ETD in Manila : 22 May via PR 2923 (0900H-1000H)</p> <p>and or Manila-Naga DG 611 11:30 – 12:40H</p>
<p>II. ACCOMMODATION REQUIREMENTS</p> <p>Provision of 7 single deluxe-type of room accommodation with breakfast on 22-25, May 2021.</p> <p>a. 2 nights stay in Naga City (vice versa)</p> <p>b. 1 night stay in Legazpi City (vice versa)</p>	<p>*Must be a DOT-Accredited Accommodation establishment</p> <p>*Must have a Certificate to Operate</p> <p>*Must adhere Safety and Protocol Guideline of the Department of Tourism (DOT)</p>
<p>III. LAND TRANSPORTATION REQUIREMENTS</p> <p>a. Provision of 1 coaster and 1 Toyota Grandia VAN in Bicol</p> <p>b. Transportation services: May 22-25, 2021</p> <p>c. Itinerary will be provided by the project officer</p> <p>d. Places to visit are the following:</p> <ul style="list-style-type: none"> - Camarines Norte (Labo and Talisay) - Naga City - Camarines Sur (Municipality of Buhi and other weaving areas in Camarines Sur to be provided by the project officer) 	<p>* Uniformed, presentable and trained drivers</p> <p>* Gasoline, toll and parking fees</p> <p>* Dispatcher/coordinator per vehicle</p> <p>* Provision of first aid kit on board</p> <p>* Provision of proper, approved, clean signage for the vehicles</p> <p>*provision of Mineral Water/ candies/ wet tissue</p> <p>*inclusive of Transfer-in and out</p> <p>*provision of snacks on board</p> <p>Unit: Grandia 2015</p> <p>*inclusive of overtime of the driver</p> <p>In terms of health and safety</p>

<ul style="list-style-type: none"> - Province of Albay (to be provided by the project officer) 	<p>protocols *Daily disinfection of the vehicle</p>		
<p>IV. MEALS AND BEVERAGES</p> <p>Provision of Meals (subject for the approval of the project officer)</p> <ul style="list-style-type: none"> - Provision of 4 lunches for the group (Php800/day/pax) - Provision of 3 dinners for the group (Php 1000/day/pax) - Provision of 4 snacks for the group (Php 500/day/pax) 	<p>Note: Lunch and Dinner throughout the tour have one (1) round of drinks (choice of any beverage)</p>		
<p>V. Services of a Licensed DOT-accredited Regional English-speaking Tour Guide (1 Tour Guide per van)</p>	<p>*Actual expenses/ secured sponsorships or discounted rates should be deducted from the total expenses</p>		
<p>VI. Provision of Health and Safety Tour Kit /Travel necessities – 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 (7 pax) and face shield (7 pax).</p>			
<p>VII. 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>VIII. Provision of Antigen/ or RT-PCR Test for 7 participants</p>			
<p>IX. Provision of enough umbrellas/raincoats on board for the participants in case it rains.</p>			
<p>X. Provision for on-site related expenses as the need arises Airport Terminal Fees (option)</p> <ul style="list-style-type: none"> - Porter Fees (option) - Incidental and other miscellaneous 			

<p>expenses (e.g., sampling of local delicacies, etc.)</p> <ul style="list-style-type: none"> - Environmental and Entrance Fees (to be determined by TPB based on the recommended sites and attractions of DOT Regional Office) 			
<p>XI. Comprehensive Travel Insurance for 7 pax</p>			
<p>Other requirements:</p> <ul style="list-style-type: none"> • Coordination with TPB in all other matters required for the smooth implementation of the tour. • Designation of a point person who will coordinate with TPB 			
<p>Eligibility Requirements:</p> <ul style="list-style-type: none"> • Must be DOT accredited/ or TPB Member • Must be registered with the Philippine Government Electronic Procurement System (PhilGeps). • Must be a member of DOT recognized organizations. • Properties must be DOT Accredited / or with Certificate to Operate Authority. • Must have handled at least three (3) government projects/events. • Must be a DOT Accredited local tour operator of the region or DOT Accredited tour operator that can handle the destinations mentioned above. <p>Invitation to Suppliers:</p> <p>TPB invites DOT-accredited tour operators to submit their bid proposal of the attached tour modules per lot basis. The proposals shall include the detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, airfare with 20 kg baggage allowance and 10kls excess baggage, terminal fees and other applicable fees, charges and taxes), meals and accommodation with breakfast, tours with meals, entrance fees and environmental fees and other similar fees, taxes and charges, and guide fees.</p> <p><u>Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components.</u> The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. 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>MICKA ANJELLA D. CALZADO / ALBERTO GADIA</p>			

	<p>International Promotions Department / Domestic Promotions Department Email: anjella_calzado@tpb.gov.ph / alberto_gadia@tpb.gov.ph Tel. No: 02 8525-9318</p> <p>Budget:</p> <p>The allotted budget is FOUR HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED PESOS (PHP 438,700.00) inclusive of all applicable taxes.</p> <p>Payment Procedure:</p> <p>Send the bill to the TOURISM PROMOTIONS BOARD – ATTN: MICKA ANJELLA D. CALZADO after the completion of services.</p> <p>Evaluation Procedure:</p> <p>The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total of FOUR HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED PESOS (PHP 438,700.00)</p> <p style="text-align: center;">*** Nothing Follows ***</p>		
Terms	30 days upon receipt of invoice.		
Delivery	22 – 25 May 2021		
ABC	PhP438,700.00 inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 10:00 a.m. on **17 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.



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]