

Request for Quotation

1 June 2021

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

Quotation No. **TPB-RFQ 2021-06-201**
PR No. 4.001

Project Title: Online Tourism Marketing Educational Seminar (2nd – 3rd Quarter 2021)
Requirements: Printing and Production of Corporate Giveaways


Unit	Particulars	Unit Cost	Total Cost									
	<p style="text-align: center;">Printing and Production of Corporate Giveaways - Online Tourism Marketing Educational Seminar (2nd – 3rd Quarter 2021)</p> <p>Background:</p> <p>One of the Domestic Promotions Department’s (DPD) commitments is the conduct of a tourism marketing educational seminar. A seminar that provides up-to-date information and an enhanced understanding of tourism trends, best practices, new marketing approaches to increase the marketability of tourism destinations while promoting sustainable and responsible tourism, and to achieve global competitiveness and promote travel excellence.</p> <p>Target participants are tourism and marketing officers from the Local Government Units (LGUs) and the Department of Tourism Regional Offices (DOT ROs) nationwide. The implementation of this tourism marketing seminar will be via a digital platform in light of the restrictions due to the COVID-19 pandemic. The confirmed participants will attend one (1) run equivalent to a 2-day session or 5.0 learning hours.</p> <p>Relative to the above, the Department will require customized give-away for dissemination to the attendees of the webinar.</p> <p>Target Audience/Viewers:</p> <p>Marketing and Tourism Officer of the Department of Tourism and the Local Government Units.</p> <p>Delivery Dates:</p> <table border="1" data-bbox="255 1839 1109 2036"> <thead> <tr> <th data-bbox="255 1839 371 1901">Run</th> <th data-bbox="371 1839 735 1901">Webinar Dates</th> <th data-bbox="735 1839 1109 1901">Delivery Dates</th> </tr> </thead> <tbody> <tr> <td data-bbox="255 1901 371 1966">1</td> <td data-bbox="371 1901 735 1966">6-7 September 2021</td> <td data-bbox="735 1901 1109 1966">At least 2 weeks prior</td> </tr> <tr> <td data-bbox="255 1966 371 2036">2</td> <td data-bbox="371 1966 735 2036">4-5 October 2021</td> <td data-bbox="735 1966 1109 2036">At least 2 weeks prior</td> </tr> </tbody> </table>	Run	Webinar Dates	Delivery Dates	1	6-7 September 2021	At least 2 weeks prior	2	4-5 October 2021	At least 2 weeks prior		
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Run	Webinar Dates	Delivery Dates			
625 Sets	Scope of Work:		PhP355.00	PhP221,875.00	
	A. <u>Travel Pouch</u>				
	Item	Description			Quantity
	Hand-woven washable ethnic face mask	-with filter pocket & ear adjuster -originally made from an indigenous community -individually sealed for sanitation purposes			650 pcs
50ml ethyl alcohol spray	Size fits travel pouch	650 pcs			
Travel Pouch	-Size: approx. 5in x 8in -Zip lock type (transparent) -With colored TPB logo print	650 pcs			
The face mask and alcohol should be packed inside the travel pouch.					
1,500 Pcs	B. <u>Customized Tube Bandana</u>		PhP150.00	PhP225,000.00	
	Item	Description			Quantity
	Tube Bandana	-Fabric: Stretchable polyester microfabric -Seamless structure -Size: 26 x 52cm tubular shape with suitable head circumference of 53-62cm -Fabric printing: Digital printing/sublimation -Bandana design c/o TPB (300 pcs per design x 5 designs)			1,500 pcs
	Tubular Bandana Guide card	-Colored digital print-out on paper -Paper material: White specialty board (220 gsm thick) -Size of card: 3in x 4in (HxL) -Design c/o TPB			1,500 pcs
Pouch	-Size: approx. 5in x 8in -Zip lock type (frosted)	1,500 pcs			

	-With colored TPB logo print			
	<p>The tube bandana and tubular bandana guide card should be inside the sealed pouch.</p> <p>Note: Interested supplier is required to submit an actual sample of the project per requirement basis. Supplier may also bid for each lot or all provided that the Financial Proposal does not exceed the ABC. Layout/artwork may request by the interested bidders to the e-mail/contact details provided below since the documents is in Zipped format.</p> <p>Approved Budget for the Contract (ABC):</p> <p>The Approved Budget for the Contract is FOUR HUNDRED FORTY-SIX THOUSAND EIGHT HUNDRED SEVENTY-FIVE PESOS ONLY (PhP446,875.00), inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down.</p> <p>Terms of Payment:</p> <p>Full payment upon complete delivery of items provided submission of Statement of Account and Delivery Receipt.</p> <p style="text-align: center;">*** Nothing Follows ***</p>			
Terms	30 days upon receipt of invoice.			
Delivery	As provided in the Terms of Reference (TOR).			
ABC	PhP446,875.00 inclusive of all applicable charges and taxes			

The last day for submission of **quotation** is not later than 10:00 a.m. on **11 June 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]