

Request for Quotation

22 July 2021

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

Quotation No. **TPB-RFQ 2021-07-262**

PR No. 7.023

Project Title: PHITEX 2021 Post-Tours Program

Requirements: Services of a Tour Operator

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p style="text-align: center;">Services of a Tour Operator for the Philippine Travel Exchange (PHITEX) 2021 Post-Tours Program 22 September 2021/Subic Bay Freeport Zone</p> <p>Background:</p> <p>PHITEX is the biggest government-organized travel trade event in the country first held in 1996. Patterned after the ASEAN Tourism Forum, this event host qualified international buyer delegates all over the world to participate in table-top business appointments with accredited Philippine tourism suppliers. Invited foreign participants are also given a chance to experience what the country can offer as a tourism destination during pre and post-tours featuring key Philippine attractions and destinations.</p> <p>The staging of the event in the Subic Bay Freeport Zone(SBFZ) aims to showcase the travel and tour protocols implemented in the Freeport zone through the Subic Bay Metropolitan Authority (SBMA) and private sector partnership and collaboration. This aims to create a benchmark in raising the standard of service being offered by the destination’s post-COVID response to the country’s health and safety protocols. The event in return will help jumpstart the authority’s tourism industry and thereby improve the economy, bringing back livelihood and economic movement in the Freeport zone.</p> <p>In line with this objective, the PHITEX 2021 Post-Tours Committee will offer fifteen (15) Post-Tour Modules held at different destinations within the SBFZ, on 22 September 2021. In addition, a Post-Tour Pre-Run will proceed separately on 27 August 2020 (<i>the dates are subject to change, the winning bidder shall be notified within 3 calendar days prior to the implementation date.</i>)</p> <p>The Logistical requirements will be coursed through the Tour Operator covering fifteen (15) Post-Tour Modules which includes provision for the meals, entrance fees, endowments, culinary demo and food tasting fees, tour guide, tour kits, and other logistical requirements. This budget will be charged under PHITEX 2021, COB 2021.</p>	<p>PhP987,176.0 0</p>	<p>PhP987,176.0 0</p>

Specifications:

Tour Services will cover the scheduled **Fifteen (15) Post-Tour Modules** within the Subic Bay Freeport Zone, for a maximum of 10 persons per run, and **Four (4) Post-Tour Pre Run** good for 3 pax per run, including meals, tour services, and other logistical requirements:

PHITEX 2021 POST-TOUR DETAILS

A. Post-Tour Pre-Run

Particulars	Description
Module 1 (Batalan River + Grande Island Resort)	Inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives
Module 3 (Pamulaklakin + Light House Marina Resort)	inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives
Module 5 (El Kabayo + Light House Marina Resort)	Inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives
Module 7 (Apaliin + Light House Marina Resort)	Inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives

B. Post-Tour

Each post-tour module shall be participated by a maximum of 10 pax, broken down as follows:

- 6 pax – Sellers
- 1 pax – TPB representatives
- 1 pax – DOT representative
- 1 pax – Guest
- 1 pax – Media

1. MODULES 1, 2, 9 & 10

DESTINATIONS/SITES	INCLUSIONS
Batalan River	Includes guided tour, AM snacks, river activities and ground handling expenses
Grande Island Resort	Includes welcome drinks, lunch, PM snacks, guided tour with beach activities like swimming and snorkeling, and ground handling expenses

2. MODULES 3, 4, 11 & 12

DESTINATIONS/SITES	INCLUSIONS
Pamulaklakin	Includes guided tour, AM snacks, lunch, trail activities and ground handling expenses
Light House Marina Resort	Includes Zero Waste Lifestyle and Beach Sustainable Program and Workshop Includes guided tour, sailing and beach activities, PM snacks, and ground handling expenses

3. MODULES 5, 6, 13 & 14

DESTINATIONS/SITES	INCLUSIONS
EL Kabayo	Includes guided tour, AM snacks, lunch, trail activities and ground handling expenses
Light House Marina Resort	Includes Zero Waste Lifestyle and Beach Sustainable Program and Workshop Includes guided tour, sailing and beach activities, PM snacks, and ground handling expenses

4. MODULE 7, 8 & 15

DESTINATIONS/SITES	INCLUSIONS
Apaliin	Includes guided tour, AM snacks, lunch, trail activities and ground handling expenses
Light House Marina Resort	Includes Zero Waste Lifestyle and Beach Sustainable Program and Workshop Includes guided tour, sailing and beach activities, PM snacks, and ground handling expenses

C. General Inclusions


1. Responds to immediate/unforeseen changes in specifications.
2. Able to work on a minimum guarantee of six (6) pax per module. ***If a tour module does not reach the minimum guarantee of six participants, this will result in the cancellation of the tour module.***
3. Willing to provide services on a "send-bill" arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must

	<p>be made in accordance with prevailing accounting and auditing rules and regulations.</p> <ol style="list-style-type: none"> 4. Cover all expenses to include tour guides and coordinator’s fee as well as their food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees. 5. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols. 6. Tour activities and/or schedules/dates may still be changed according to the recommendations of the PHITEX 2021 Organizing Committee and/or the DOT Regional Office involved. <p>Qualification of Bidders:</p> <ol style="list-style-type: none"> 1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws; 2. Engaged in the travel and tour operator business for at least three (3) years at the date and time of the opening of bids; 3. Must have a minimum of 3 years’ experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes; 4. Must have expertise in organizing and coordinating travel arrangements, specifically within Subic Bay Freeport Zone; <p>Additional Technical Requirements:</p> <p>The following additional technical requirements must be submitted together with the proposal.</p> <ol style="list-style-type: none"> 1. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the actual cost per pax. 2. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal) 3. TPB Member Certificate 4. List of ongoing and completed tours conducted in the past three (3) years in Subic Bay Freeport Zone. 5. Proof of working experience with indigenous community in Subic Bay Freeport Zone. 6. Proposed lecture program and activity flow for sustainable zero-waste and plastic free economy program and workshop. 7. Provide an alternative itinerary, without cost to TPB, in case of rain, risk of typhoon, and other unforeseen or fortuitous events. <p>Approved Budget for the Contract:</p> <p>NINE HUNDRED EIGHTY-SEVEN THOUSAND ONE HUNDRED SEVENTY-SIX PESOS ONLY (PHP987,176.00) inclusive of applicable tax and fees.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104</p> </div>		
--	---	--	--

	*** Nothing Follows ***		
Terms	30 days upon receipt of invoice.		
Delivery	22 September 2021		
ABC	PhP987,176.00 inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 09:00 a.m. on **29 July 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 (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]