

## Request for Quotation

**5 August 2021**

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

Quotation No. **TPB-RFQ 2021-08-283**

PR No. 8.006

**Project Title:** PHITEX 2021 Media Participants

**Requirements:** Transportation Services

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p style="text-align: center;"><b>Transportation Services of the Philippine Travel Exchange (PHITEX) 2021 Media Participants</b></p> <p style="text-align: center;">19 – 20 September 2021, Metro Manila and Subic, Zambales</p> <p><b>Background:</b></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 hosts qualified international buyer delegates worldwide 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>PHITEX has become a major annual marketing event that further strengthens the country’s brand image and encourages participants to promote affordable and competitive tourism packages.</p> <p>Research reveals that 68% of business events have been cancelled or postponed due to the very recent COVID-19 pandemic. This has caused significant challenges for the tourism industry; digitization is one of the most effective ways to bridge us into the new normal.</p> <p>For the first time, despite the pandemic, TPB hosted the PHITEX 2020 Hybrid Edition last 22-24 September 2020 in Panglao, Bohol. This online travel trade show allows tourism stakeholders from all over the world to explore new opportunities and markets as well as update global buyers with the latest Philippine tourism offerings in one hybrid e-conference environment.</p> <p>An initial target of 100 Buyers and 100 Sellers was set for PHITEX 2020. Yet amidst the challenges, it was able to gather 121 Buyers from 35 countries, and 345 Seller Representatives from 161 companies to engage in the Travel Exchange (TRAVEX). More than half of the Buyers registered came from opportunity markets (52.07%) while the remaining 47.93% are from source markets. The highest number of participants came from Indonesia with 14 participants, followed by China, Korea, Russia, and USA with 9 participants each. Sellers, on the other hand, were composed mostly of Hotels and Resorts</p>	PhP112,200.0 0	PhP112,200.0 0

(92 companies), and Tour Operators (63 companies). Most of the participating companies are based in Metro Manila. There were 3,946 total old and new contacts established or an average of 28 contacts per Seller Company. There were 1,205 leads generated onsite which was reported by 143 seller companies giving the travel exchange an 89% success rate. There were 76 actual onsite bookings, and over Php 42M in projected revenues. Data from the post-event survey revealed that 94% of the respondents were able to achieve their goals in participating at the PHITEX. The most liked components of the event were the webinars, travel exchange, and virtual tours. Overall, the PHITEX.PH platform received almost 85,000 engagements in a span of 4 days.

This year, TPB will again host the PHITEX 2021 scheduled on September 2021 in Subic, Zambales and nearby environs targeting 100 buyers and 100 Sellers.

**Details of Events:**

Date : September 19 and 20, 2021  
Venue : Metro Manila and Subic, Zambales

**Rates:**

Php 16,000 per 12 hours  
Php 900.00 / hour overtime (maximum of 3 hours per van / day)

**Specifications:**

- Preferably Toyota Grandia Van (2017 TO 2021 model)
- 12-seater Capacity
- Fully air-conditioned, clean, comfortable, presentable and in good running condition
- With HD Flat Screen Monitor
- Must be equipped with fire extinguisher, provision for cooler for H2O/drinks, umbrellas and first aid kit
- Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements
- With appropriate signage (for TPB's approval)
- With airport passes/sticker for airport terminals, if applicable
- With comprehensive insurance
- Maximum passengers per van – 6 persons

**Inclusions:**

- Professional licensed drivers with the following qualifications:
  - Fit to work especially on/during overtime
  - Must be polite and courteous, drives carefully/cautiously, adheres to road courtesy, prompt in reporting based on agreed time
  - Must be presentable with clean haircut and follows dress code:
    - Polo Barong with shirt insider and black pants or the Company Uniform
    - Clean black shoes
    - Must wear company ID's all throughout the event
  - Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination
  - Must be/holder of VALID Professional Driver's License
  - With trip Ticket available when on/during duty

	<ul style="list-style-type: none"> <li>➤ Must be negative for RT-PCR Test during the pre-run and during the implementation of the event proper</li> <li>• Overnight accommodation for the assigned drivers</li> <li>• Meals for 2 days for the assigned drivers</li> <li>• Toll fees and other applicable fees</li> </ul> <p><b>Company`s Minimum Requirement:</b></p> <ul style="list-style-type: none"> <li>• Tourist Land Transport Operator/Certificate</li> <li>• Department of Tourism (DOT) Accreditation</li> <li>• At least 5 years` experience/expertise in land transportation service</li> <li>• The company must be in business operations for at least 5 years</li> <li>• Provide point person/coordinators/dispatchers during the arrival of buyers, event proper, and departure of buyers</li> <li>• Vehicles and driver must be available in case of overtime</li> <li>• Cost of RT PCR test is c/o the bidder</li> <li>• Provide/assign additional drivers if necessary</li> </ul> <p><b>Budget:</b></p> <p>Approved Budget for the Contract (ABC) = 112,200.00 (inclusive of applicable taxes)</p> <ul style="list-style-type: none"> <li>• Payment shall be based on the actual usage of vehicles provided that it shall not exceed the contract price (with regard to the type of vehicle, total time of usage, and destination of trip).</li> <li>• Rate inclusive of comprehensive insurance, government tax, gasoline, skyway toll fees and parking fees, if applicable</li> <li>• Billing should be charged based on the minimum hour plus the approved overtime rate in excess of the minimum hour plus the approved overtime pay</li> <li>• Send bill to PHITEX Secretariat/Tourism Promotions Board (TPB) arrangement</li> </ul> <p style="text-align: center;"><b>*** Nothing Follows ***</b></p>		
Terms	30 days upon receipt of invoice.		
Delivery	19 – 20 September 2021		
ABC	<b>PHP112,200.00</b> inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 12:00 noon on **11 August 2021**, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto: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) 525-9318 local 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]*

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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]*