

Request for Quotation

18 August 2021

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

Quotation No. **TPB-RFQ 2021-08-303**

PR No. 8.028

Project Title: 2nd Tourism and Technology Forum (TTF)

Requirements: Hotel Accommodation

Unit	Particulars	Unit Cost	Total Cost										
Lot 1	<p>Hotel Accommodation for the Local Speakers and Secretariat of the 2nd Tourism and Technology Forum (TTF) 2021</p> <p>Background:</p> <p>The 2nd Travel and Tourism Technology Forum (TTF), organized by the Tourism Promotions Board (TPB) Philippines, aims to re-skill the tourism stakeholders in marketing and promoting their products and services through digital avenues and revisiting their brand to appeal to their target audience in the new normal. The TTF will be held in a hybrid format wherein selected speakers and delegates will be present in both live and virtual sessions. The Forum will run a series of informative sessions and open discussions presented by local and foreign industry experts over a period of two days. Moreover, the Forum is expected to be attended by a maximum of 120 onsite delegates and an approximate of 500 online participants. Registration will be offered free to travel and tourism stakeholders.</p> <p>In view of this, the TPB is in need of a hotel venue in Manila for the accommodation requirements of local speakers and secretariat.</p> <p>Specifications and Deliverables:</p> <table border="1"> <tr> <td>Event Name</td> <td>2nd Tourism & Technology Forum (TTF2)</td> </tr> <tr> <td>Guest Profile</td> <td>Local Speakers TPB Secretariat</td> </tr> <tr> <td>Preferred Location</td> <td>Within 5km of TPB Office</td> </tr> <tr> <td>Inclusive Dates</td> <td>6-8 October 2021 <i>(to confirm final check-in and out dates)</i></td> </tr> <tr> <td>Number of Rooms</td> <td>Local Speakers: <ul style="list-style-type: none"> 4 Single Occupancy/Twin Sharing TPB Secretariat:</td> </tr> </table>	Event Name	2 nd Tourism & Technology Forum (TTF2)	Guest Profile	Local Speakers TPB Secretariat	Preferred Location	Within 5km of TPB Office	Inclusive Dates	6-8 October 2021 <i>(to confirm final check-in and out dates)</i>	Number of Rooms	Local Speakers: <ul style="list-style-type: none"> 4 Single Occupancy/Twin Sharing TPB Secretariat:	PhP140,000.0 0	PhP140,000.0 0
Event Name	2 nd Tourism & Technology Forum (TTF2)												
Guest Profile	Local Speakers TPB Secretariat												
Preferred Location	Within 5km of TPB Office												
Inclusive Dates	6-8 October 2021 <i>(to confirm final check-in and out dates)</i>												
Number of Rooms	Local Speakers: <ul style="list-style-type: none"> 4 Single Occupancy/Twin Sharing TPB Secretariat:												

	<ul style="list-style-type: none"> • 2 Single Occupancy • 3 Twin/Triple Sharing 		
Number of Nights	Local Speakers: <ul style="list-style-type: none"> • 2 days/1 night TPB Secretariat: <ul style="list-style-type: none"> • 3 days/2 nights 		
Hotel Category	DOT Accredited Staycation Hotel		
Room Category	Single Occupancy and Twin/Triple Sharing		
Meal Requirements	With breakfast - <i>Availability of vegetarian and halal menu</i> - <i>Option for in-room or restaurant dining</i>		
Additional Requirements	- Hotel rooms must be properly sanitized and are secured - Room inclusions: <ul style="list-style-type: none"> • Complimentary in-room internet access • 24-hour Room Service • Other In-Room Facilities and Amenities: Satellite Channels, Electronic Safety Deposit Box, hair dryer, coffee and tea making facilities, complimentary bottled water 		
<p>Other conditions:</p> <p>a) Distance of hotel property must be within the five (5) kilometer radius from the Tourism Promotions Board Philippines Office - Legaspi Towers 300 Roxas Blvd. Manila</p> <p>b) Must be a deluxe / four-star hotel property with DOT Certificate to Operate</p> <p>c) Must be implementing strict health and safety protocol within its premises</p> <p>d) Hotel property must have all-day dining services</p> <p>e) Designation of a point person who will coordinate with TPB</p> <p>f) Must be flexible and could adjust immediately to urgent requirements without additional costs to the client</p> <p>g) Provision of early check in and late check out</p> <p>h) Provision of free car park tickets for official hotel guests</p> <p>i) Other arrangements that may be mutually agreed upon by the TPB and the service provider</p> <p>j) Room Rate should include service charge, VAT and all applicable taxes</p> <p>Eligibility Requirements:</p> <p><u>Qualifications of Bidder:</u></p>			

- a) Must be accredited with the Philippine Government Electronic Procurement Systems (PHILGEPS)
- b) Must be Filipino owned, operated and legally registered service provider accommodations under Philippine laws
- c) Must be a DOT-Accredited establishment
- d) Must be permitted to operate by DOT as Staycation Hotel
- e) Compliance with the DOT-IATF Health and Safety Protocols
- f) Preferably have handled at least three government projects/events

Eligibility Documents:

- a) SEC/DTI Registration
- b) DOT Accreditation Certificate
- c) DOT Certificate of Authority to Operate (CAO)

Approved Budget for the Contract (ABC):

Approved Budget for the Contract (ABC) is **ONE HUNDRED FORTY THOUSAND PESOS (PHP 140,000.00)** inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at time and place specified in the request for quotation (RFQ).

Terms of Payment:

Send bill to the Tourism Promotions Board; Final payment in 30 days upon completion of deliverables and receipt of invoice, billing and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

- Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

MARIA ANTHONETTE C. VELASCO - ALLONES
 Chief Operating Officer
 Tourism Promotions Board
 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

- Copy of Official Receipt
- Payment will be made through LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

Contact Persons:

For particulars, please contact TPB-MICE Organizing Committee:

1. Ms. Raquel Ruth Tria

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]