

Request for Quotation

27 August 2021

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

Quotation No. **TPB-RFQ 2021-08-321**

PR No. 8.043

Project Title: TPB Members` Familiarization Tour

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 TPB Members` Familiarization Tour 2021 in Siargao</p> <p>Background:</p> <p>The government remains committed to its slow but sure approach in reopening the tourism industry amidst current public health concerns. To realize this, strict compliance with the protocols from tourism industry partners is expected, and the only way to jumpstart tourism is to regain the visitors' confidence.</p> <p>As an approach to recovery, the TPB Membership Program shall conduct a familiarization tour for its members this year. The main objective is to promote and market the destinations to regain public confidence to travel domestically following the government's safety guidelines and protocols in the new normal.</p> <p>Mandated by Republic Act 9593, the TPB Membership Program aims to provide marketing services and benefits to its members through various activities that promote, advocate, and represent its members' interests for the benefit and sustainable development of their business, tourism industry as a whole. The three (3) primary areas where TPB assists its members are promotional assistance, targeted market intelligence, and sustainable business generation.</p> <p>Based on the foregoing premises, the Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator to procure the quarantine accommodation, transportation and arrange the post RT-PCR test requirements in Manila for the participants of the TPB Members' Familiarization Tour in Siargao.</p> <p>Scope of Work/Deliverables:</p> <p><u>Accommodation for Quarantine</u></p>	<p>PhP493,000.0 0</p>	<p>PhP493,000.0 0</p>

Provide a 3-star hotel accommodation (single occupancy) inclusive of **daily breakfast, lunch and dinner** on the following dates:

Accommodation for TPB personnel after site validation

	Hotel must be located within	Number of Rooms
Check in date: 22 September 2021	Manila area (near TPB office)	2
23 September 2021		2
Check out date: 24 September 2021		
Total Room Nights		4

Accommodation for TPB personnel after the actual event

Check in date: 09 October 2021	Nearby Terminal 2	22
10 October 2021		22
11 October 2021		22
12 October 2021		22
Check out date: 13 October 2021		0
Total Room Nights		88

Note: *The event/ activity date is subject to change due to the uncertain situations and community restrictions brought about by the Covid-19 pandemic.*

- Located nearby Terminal 2
- Dates are subject to change at least 1-2 days before the actual check-in.
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must be a 3-star hotel category and DOT-DOH-BOQ Accredited Quarantine Hotels / Isolation Facility
- Accommodation establishment must have been issued with a Department of Tourism (DOT) Certificate of Authority to Operate or Provisional Certificate or Authority to Operate and/or recipient of WTTC Safe Travel Stamp prior to its operation. Submit a copy of the Certificate same day of the bid submission
- Preferably a TPB member
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.

Post RT-PCR Test Arrangement

After Site Validation	2 pax
After Actual Trip	22 pax

- Must be a DOH-Accredited COVID-19 RT-PCR Testing Facility. Required to submit a certification/ license or any equivalent documents attesting accreditation from DOH;
- Antigen and/or RT-PCR Tests and Travel/COVID Insurance costs should be based on actual expenses

Land Transportation

Date	Rout	Number of Units
09 October 2021	Airport to Quarantine Hotel	5
11-12 October 2021	Quarantine Hotel to Airport	2

Note: *The event/ activity date is subject to change due to the uncertain situations and community restrictions brought about by the Covid-19 pandemic.*

- Dates are subject to change at least 1-2 days before the actual trip
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Uniformed, presentable and trained drivers
- Van unit year model must be at least 2017 or not more than 4-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.
- Minimum engine displacement at least 2.5 to 3.5L
- Van adequate to transport 4 – 6 persons with luggage and driver
- Equipped with climate control or air-conditioning
- With universal van sliding windows
- Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles
- Equipped with safety belts for all seats
- Be at all times clean and tidy when arriving to pick up the passengers
- Regularly checked for roadworthiness and safety
- Maximum use of 15 hours per day inclusive of overtime and driver’s fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver’s fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit on board
- Provision of umbrella on board
- Equipped with GPS or Waze

	<ul style="list-style-type: none"> • Driver should have strong navigation skills <p>Eligibility Requirements:</p> <ul style="list-style-type: none"> • Must be legally registered tour operator company or travel agency under Philippine laws for 5 years. Required to submit proof of registration either from SEC, DTI or CDA; • Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2018 – 2020; • Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; • Preferably TPB Member • Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the hotel/ isolation facility concerned have free cancellation, rebooking, transferable or refundable policies. <p>Approved Budget for the Contract (ABC):</p> <p>The ABC is Four Hundred Ninety-Three Only (₱493,000.00) inclusive of applicable taxes and fees.</p> <p>Terms of Payment:</p> <p>Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.</p> <p>Contact Person:</p> <p>JAIME A. SY Acting Chief, Industry Relations & Services Division Domestic Promotions Department jaime_sy@tpb.gov.ph</p> <p>EDESSA JOY L. DELEGIRO Project Officer Domestic Promotions Department edessa_delegiro@tpb.gov.ph 09272938975</p> <p style="text-align: center;">*** Nothing Follows ***</p>		
Terms	30 days upon receipt of invoice.		
Delivery	As stated in the Terms of Reference		
ABC	₱493,000.00 inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 11:00 a.m. on **2 September 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. *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]