

## Request for Quotation

**4 October 2021**

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

Quotation No. **TPB-RFQ 2021-10-365**

PR No. 9.039

**Project Title:** TPB Members` Familiarization Tour

**Requirements:** Services of a Tour Operator

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p><b>Services of a Tour Operator for TPB Members` Familiarization Tour – Health and Wellness</b></p> <p><i>The Farm at San Benito on 25 – 26 October 2021 (Tentative)</i></p> <p><b>Background:</b></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>Part of the membership program benefits is providing activities that target business leads, eventually creating business generations, specifically priority access to familiarization trips, industry site inspections, product presentations, market briefings, etc.</p> <p>Health and Wellness Tourism</p> <p>Wellness tourism is expected to be in a good position during the post-pandemic period as tourists shift to focus on health and wellness. The Department of Tourism (DOT) is doing its best to help support the wellness, spa, health, and medical tourism industry regains consumer confidence, and promotes the Philippines as an excellent, healthy, and safe destination.</p> <p>Aligning to this thrust of DOT, TPB has also included in its banner program for 2021 the HILOM Program. Part of this program is a conduct a familiarization tour for its members focusing on the said niche market. The main objective is to provide a first-hand experience for our industry partners with the end view of adding these identified destination and product circuits to the Philippine travel offerings.</p>	<p>Php380,000.0 0</p>	<p>Php380,000.0 0</p>

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator to provide the accommodation, meals, activities and transportation requirements in connection with the conduct of health and wellness familiarization tour of TPB members.

**Scope of Services:**

**Accommodation:**

Provide an overnight stay (twin occupancy) inclusive of breakfast on the following dates:

Dates	Hotel/Resort	Number of Rooms
Check in date: 25 October 2021	The Farm at San Benito	10
Check out date: 26 October 2021		
Total Room Nights:		10

**Land Transportation:**

Date	Rout	Number of Units
25 October 2021	TPB Office- The Farm at San Benito	5
26 October 2021	The Farm at San Benito- TPB Office	5

- Uniformed, presentable and trained drivers
- Van unit year model must be not be older than; 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 working 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

<ul style="list-style-type: none"> <li>• Equipped with GPS or Waze</li> <li>• Driver should have strong navigation skills</li> </ul> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Wellness Talks</li> <li>• Holistic Health Consultation with Live Blood Analysis</li> <li>• Participation in Mindful Movements: Yoga, Mandala Flower Meditation, Nature Walks, Sound Healing, Functional Fitness, etc.</li> </ul> <p><b>Meals:</b></p> <ul style="list-style-type: none"> <li>• Healthy gourmet meals/ wellness cuisine (full board meal arrangement)</li> </ul> <p><b>Important Note:</b></p> <p>The event/ activity date is subject to change due to the uncertain situations and community restrictions brought about by the Covid-19 pandemic.</p> <ul style="list-style-type: none"> <li>• Confirmation of date of travel will be advised one week prior to departure unless otherwise there is a last-minute lock-down/border restriction issued by LGU or IATF</li> <li>• Secured sponsorships or discounted rates should be deducted from the total expense</li> <li>• Total cost should be based on actual expenses</li> <li>• 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.</li> </ul> <p><b>Eligibility Requirements:</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;</li> <li>• Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the tour operator company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.</li> </ul> <p><b>Approved Budget for the Contract (ABC):</b></p> <p>The ABC is <b>Three Hundred Eighty Thousand Pesos Only (₱380,000.00)</b> inclusive of applicable taxes and fees.</p> <p><b>Terms of Payment:</b></p> <p>Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.</p>		
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	<p><b>Contact Person:</b></p> <p><b>JAIME A. SY</b> Acting Chief, Industry Relations &amp; Services Division Domestic Promotions Department jaime_sy@tpb.gov.ph</p> <p><b>EDESSA JOY L. DELEGIRO</b> Project Officer Domestic Promotions Department <a href="mailto:edessa_delegiro@tpb.gov.ph">edessa_delegiro@tpb.gov.ph</a> 09272938975</p> <p style="text-align: center;"><b>*** Nothing Follows ***</b></p>		
Terms	30 days upon receipt of invoice.		
Delivery	25 – 26 October 2021 (Tentative)		
ABC	<b>Php380,000.00</b> inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 12:00 noon on **8 October 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)525-9318local 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]***

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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]*