

Request for Quotation

19 October 2021

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

Quotation No. **TPB-RFQ 2021-10-390**

PR No. 10.031

Project Title: Cordillera Weaves Exhibition and Village Bazaar

Requirements: Services of a Tour Operator

Unit	Particulars	Unit Cost	Total Cost						
Lot 1	<p>Services of a Tour Operator for the Implementation of the Cordillera Weaves Exhibition and Village Bazaar on 24-26 November 2021</p> <p>Background:</p> <p>Cordillera Weaves Exhibition and Village Bazaar is an event to be staged as part of Ibagiw Festival, a celebration of Baguio City's UNESCO Creative City Designation.</p> <p>Cultural Tourism is one of the main strength of the Cordillera region. Community immersion has been a come-on until this pandemic. Part of the Cordillera's cultural heritage is weaving. The back strap weaving that was never meant to be a source of income as in its purity, it was done out of necessity. To provide garments that carried with it social strata in view of its pattern and color combination and as multiple use in term of rituals and community occasion. Through time, weaving saw the light of its economic viability when its uniqueness as textile got to be appreciated and landed in multiple purposive use such as attires, decors, accessories and in fashion. Continuous innovation on the weaving designs and patterns coupled with the diversification of woven products adapting to the needs of the time has make weaving a viable economic activity whilst keeping the heritage alive at this modern times.</p> <p>The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for logistical requirements of the TPB personnel and media to cover the Cordillera Weaves Exhibition and Village Bazaar</p> <p>Specific Requirements:</p> <p>Accommodation</p> <ul style="list-style-type: none"> Provide hotel accommodation (7 single occupancy) inclusive on the following dates: <table border="1"> <thead> <tr> <th>Check In Dates</th> <th>Hotel must be located within</th> <th>Number of Rooms</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Check In Dates	Hotel must be located within	Number of Rooms				PhP195,000.00	PhP195,000.00
Check In Dates	Hotel must be located within	Number of Rooms							

24 November 2021	Center of Baguio City	7
25 November 2021		7
26 November 2021		0
Total Room Nights		14 Room Nights

- Must be located in the center of Baguio City
- Dates are subject to change without prior notice
- Must have rebooking or transferable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate or Provisional Certificate of Authority to Operate prior to its operation
- 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.

Land Transportation

Date	Route	Number of Unit
24 November 2021	Manila – Baguio City *with residential pick-up (Metro Manila and environs) Within Baguio City	1
25 November 2021	Within Baguio City	1
26 November 2021	Within Baguio City Baguio City – Manila *with residential drop-off (Metro Manila and environs)	1

- Dates are subject to change without prior notice
- Must have rebooking or transferable 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 year model must be at least 2018 or newer; 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 should be 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 and charge units for phones
- Driver should have strong navigation skills
- Itinerary to be sent (subject to change without prior notice)

Antigen Tests and/or RT-PCR tests and Travel/COVID Insurance

Post-trip (if necessary)	7 pax
Travel insurance with Covid-19 coverage (5 days post-trip included)	7 pax

- DOH-Accredited COVID-19 RT-PCR Testing Facility
- Antigen and/or RT-PCR Tests and Travel/COVID Insurance costs should be based on actual expenses

Meals

Lunch and Dinner throughout the duration of the trip with (1) round of drinks (choice of bottled water, juice or soft drinks) worth **Php 1,500.00 per person per day**. Meals are subject to approval of the TPB. Total of 7 pax for 3 days.

Additional Technical Eligibility Requirements:

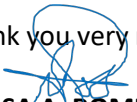
- Must be legally registered tour Operator Company or travel agency under Philippine laws for 5 years. **Required to submit proof of registration either from SEC, DTI or CDA;**
- Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National 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;**
- Must be TPB Member. **Required to submit TPB Certificate of Membership.**
- Must be a local tour operator company or travel agency of the Cordilleras Administrative Region (CAR). The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable and familiar with the area and the ways of the

	<p>community. Required to submit proof that allows the local tour operator or travel agency to conduct business within the local government's geographical jurisdiction, i.e. Mayor's Permit (Business Permit);</p> <ul style="list-style-type: none"> • 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. <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>Contract Person:</p> <p>RONILEEN RAE T. BAUTO Domestic Promotions Department ronileen_bauto@tpb.gov.ph</p> <p style="text-align: center;">*** Nothing Follows ***</p>		
Terms	30 days upon receipt of the Billing Statement/SOA		
Delivery	24-26 November 2021		
ABC	PhP195,000.00 inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 12:00 noon on **25 October 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 (as of 2021)*
2. *Tax Clearance*
3. *Company Profile/Curriculum Vitae (for sole proprietorship) (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]