

Request for Quotation

8 March 2022

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

Quotation No. **TPB-RFQ 2022-03-059**

PR No. 2.040

Project Title: Montañosa Film Festival 2022 (MFF)

Requirement: Services of a Tour Operator

| Unit | Particulars | Total Cost | | | | | | |
|-------|--|-----------------|--------------------------|-----------------|--|--|--|--|
| Lot 1 | <p align="center">Services of a Tour Operator for Montañosa Film Festival 2022 (MFF) on 23-28 March 2022</p> <p>Scope of Work:</p> <p><u>Background</u></p> <p>Film tourism is another creative way to promote the Cordillera Administrative Region as a prime regional tourist destination and recovery from the adversities caused by the pandemic. Through film tourism’s subliminal way of encouraging people to visit the Baguio Creative City, City visitors' potential rise will help its tourism economy recover from massive losses incurred during the tourism standstill caused by COVID-19 pandemic.</p> <p>The Tourism Promotions Board (TPB) Philippines is supporting the Montañosa Film Festival (MFF) organized by the Baguio Tourism Council (BTC) that aims to strengthen Baguio City’s rebranding as a safe, smart, sustainable city and to establish it as a region flourishing in the arts, rich in cultural heritage. It is an independent film festival with the initiative to take advantage of Baguio’s stature as home to independent filmmakers, thus profiling the city as a center for film expressions, in vogue with global and national trends.</p> <p>Further, the TPB will participate the MFF by having a booth on 23-28 March 2022 and will require the services of a tour operator service provider for the logistical requirements of the TPB personnels. Prospective bidders may offer to bid given that the proposal does not exceed the provided Approved Budget for the Contract (ABC).</p> <p><u>Accommodation:</u></p> <p>➤ Provide hotel accommodation (<i>single occupancy</i>) inclusive of <i>daily breakfast</i> on the following dates:</p> <table border="1" data-bbox="360 1957 1206 2018"> <thead> <tr> <th data-bbox="360 1957 659 2018"></th> <th data-bbox="659 1957 1038 2018">Hotel must be located in</th> <th data-bbox="1038 1957 1206 2018">Number of Rooms</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1957 659 2018"></td> <td data-bbox="659 1957 1038 2018"></td> <td data-bbox="1038 1957 1206 2018"></td> </tr> </tbody> </table> | | Hotel must be located in | Number of Rooms | | | | <p align="center">Php147,600.00</p> |
| | Hotel must be located in | Number of Rooms | | | | | | |
| | | | | | | | | |

| | | |
|--------------------------|---|----|
| 23 March 2022 | Baguio City <i>*Business-scale accommodation</i> | 2 |
| 24 March 2022 | | 2 |
| 25 March 2022 | | 2 |
| 26 March 2022 | | 4 |
| 27 March 2022 | | 4 |
| 28 March 2022 | | 0 |
| Total Room Nights | | 14 |

- Dates are subject to change
- Accommodation establishment must have been issued with a DOT 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 Units |
|---------------|---|-----------------|
| 23 March 2022 | Manila – Baguio City Around Baguio City (*with residential pick-up) | 1 |
| 24 March 2022 | Around Baguio City | |
| 25 March 2022 | Around Baguio City | |
| 26 March 2022 | Around Baguio City | |
| 27 March 2022 | Around Baguio City | |
| 28 March 2022 | Around Baguio City Baguio- Manila (*with residential drop-off) | |

- Dates are subject to change
- Van unit year model must be at least 2016 or not more than 5-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 2 persons with luggage and driver
- Maximum use of 18 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, 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 and umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills, uniformed, presentable and well-trained
- Itinerary to be sent (subject to change without prior notice)

Meals

- Full-board meal throughout the duration of the trip with (1) round of drinks (choice of bottled water, juice or soft drinks) worth **Php 1,200.00 per person per day**. Meals are subject to approval of the TPB.

| | Date | Number of pax |
|--|---------------|----------------------|
| | 23 March 2022 | 2 |
| | 24 March 2022 | 2 |
| | 25 March 2022 | 2 |
| | 26 March 2022 | 4 |
| | 27 March 2022 | 4 |
| | 28 March 2022 | 4 |

Additional Technical Eligibility Requirements

- Must be legally registered tour operator 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 a local tour operator company or travel agency of the **Cordillera Administrative Region (CAR)**. The underlying rationale of this requirement is that Local tour operator companies or travel agencies are more knowledgeable in their area of jurisdiction as well as familiar with the ways of the communities.
- 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.

Approved Budget for the Contract (ABC)

The ABC is **One Hundred Forty-Seven Thousand Six Hundred Pesos Only (₱147,600.00)** inclusive of applicable taxes and fees.

Terms of Payment

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

Contact Person:

Ms. Ronileen Rae T. Bauto
Ronileen_bauto@tpb.gov.ph

***** Nothing Follows *****

| | |
|----------|--|
| Terms | 30 days upon receipt of the Sales Invoice/SOA. |
| Delivery | 23-28 March 2022. |
| ABC | PhP147,600.00 inclusive of all applicable charges and taxes |

The last day for submission of **quotation** is not later than 03:00 p.m. on **14 March 2022, thru e-mail at farhan_ambiong@tpb.gov.ph** for the advance copy of the bid documents and the hard 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 2022)*
2. *Tax Clearance Certificate*
3. *Company Profile (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (NOSS)*

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]