

Request for Quotation

25 May 2022

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

Quotation No. **TPB-RFQ 2022-05-172**

PR No. 5.023

Project Title: Corporate Social Responsibility (CSR) Program-1st Leg: Community Assistance to Sta. Cruz Island, Zamboanga City

Requirement: Services of a Tour Operator

Unit	Particulars	Total Cost
Lot 1	<p style="text-align: center;">Services of a Tour Operator for CSR Program-1st Leg – Community Assistance to Sta. Cruz Island, Zamboanga City</p> <p>Technical Specifications:</p> <p><u>Background:</u></p> <p>The Corporate Planning and Business Development (CPBDD) with the assistance of the Domestic Promotions Department (DPD) and the Department of Tourism (DOT) Region IX will conduct the first leg of the Corporate Social Responsibility (CSR) Program 2022 in Sta. Cruz Island, Zamboanga City on 21-22 June 2022.</p> <p>Through our partnership with the Peoples Organization of Sta. Cruz Island and in time for the turn-over of the yellow flatboats and vinta boats to the community as part of the starter kits given during the conduct of DPD’s Tourism Mobile Workshop in connection with the marketing assistance to Sustainable Community-Based Tourism (SCBT)-Sites last 06-10 April 2022, the CPBDD will also be providing 141 bags containing various school supplies i.e, writing notebooks, pencils, crayons, pad papers, destination postcards and colored pens to the students in the island as well as 60 pieces of dry bags to the fishermen of the community. Apart from the donations, the team will also organize a “soup kitchen” during the turn-over, for the kids and residents of the said island.</p> <p><u>Details of the Project:</u></p> <ul style="list-style-type: none"> ➤ Date: 21-22 June 2022 (indicative) ➤ No. of Participants: <ul style="list-style-type: none"> - Organizers: 7 TPB Personnel and 3 DOT IX Personnel - Beneficiaries: 91 Families and 113 Children <p><u>Scope of Work:</u></p> <p>The TPB shall procure the services of a tour operator/travel agent for the provision of the</p>	<p>PhP175,00 0.00</p>

following requirements:

Requirements	Particulars	Remarks
A. SEVEN (7) ROUND-TRIP AIRLINE TICKETS (MNL-ZAM-MNL)	<ul style="list-style-type: none"> ● 21 JUN 2022, MNL-ZAM PR 1997, 13:25 – 15:10 ● 22 JUN 2022, ZAM-MNL PR 1998, 15:50 – 17:35 	<ul style="list-style-type: none"> a. All Economy Class b. One seat should be assigned at the first row after the business class and should also be a window seat. (For the Head of Delegation). c. With 20KG check-in baggage allowance per pax , per way. d. Comprehensive Travel Insurance for TPB with medical coverage for covid-19
B. LAND TRANSPORTATION BOAT TRANSFERS, AND MANGROVE TOUR	<ul style="list-style-type: none"> ● Whole 2-day rental of two (2) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees.) ● Shortened Mangrove Tour ● Fares, terminal fees, porter fees and other miscellaneous expenses 	<ul style="list-style-type: none"> a. Drivers should be fully-vaccinated with COVID-19 vaccines. b. 12 Seater Capacity c. Fully air-conditioned, clean, comfortable, presentable, and in good running condition d. Must be equipped with a fire extinguisher, provision for cooler for H2O/drinks, umbrellas e. Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements f. With airport passes/stickers for airport terminals, if applicable g. With comprehensive insurance h. Maximum passengers per van – 6 persons i. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach,

			<p>headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.).</p> <p>j. Itinerary and van assignment to be provided by TPB.</p> <p>k. Van number and Project Name signages should be provided.</p> <p>l. Coordinate with local tour operator/community on the possibility of shortened mangrove tour.</p>	
	<p>C. HOTEL ACCOMMODATION</p>	<ul style="list-style-type: none"> • Four (4) Superior Twin Room or its equivalent, Twin-Sharing • One (1) Deluxe Room or its equivalent. <p>Check-in: 21 June 2022</p> <p>Check-out: 22 June 2022</p>	<p>a. Located within the 10 km. radius of the Zamboanga International Airport</p> <p>b. Preferably Grand Astoria or Marcian Hotel</p> <p>c. Able to allow early check in on 21 June and late check-out on 22 June 2022.</p> <p>d. Inclusive of breakfast.</p> <p>e. Provision of hot and cold shower</p> <p>f. Complimentary Wi-Fi access per room</p> <p>g. Complimentary drinking water. It must be replenished daily.</p> <p>h. Complimentary Health Care Kits (alcohol, facemasks, sanitizer, etc.)</p> <p>i. In-room safe</p>	
	<p>D. MEALS</p>	<ul style="list-style-type: none"> • Set up a boodle fight lunch for 15 pax at the Sta. Cruz Island on Day 1 (22 June 2022). Menu to be approved by TPB (Include fish and vegetables). • Budget per pax: PHP500.00 	<p>a. Coordinate with Local Community on the set-up of the boodle fight at the Great Sta. Cruz Island</p>	

	<ul style="list-style-type: none"> • Tour Operator to recommend best restaurants for: <p>Day 1:</p> <p>-Dinner c/o TPB</p>	
E. SOUP KITCHEN	Provision and set-up of Soup Kitchen for the 113 kids of the Sta. Cruz Island on 22 June 2022. Budget: PHP15,000.00	a. Inclusive of re-usable utensils/cook wares b. Choice of soup to be discussed with the community-TPB/DOT.
F. SHIPMENT OF BOXES/DONATION	Shipment of eight (8) boxes of donation (containing backpacks, drawstring bags, notebooks, pencils, pad papers, crayons, colored pens, ball pens and dry bags) to the Sta. Cruz Island People's Organization Office in Zamboanga. Each box weighs 25kgs. Max.	a. Pick-up should be at TPB Office b. Shipment schedule to be advised. c. Complete shipping address to be provided by TPB d. Tour Operator to provide tracking number/status updates on the shipment e. Inclusive of all handling fees and other applicable charges
G. OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Provision of the ff: <ul style="list-style-type: none"> - Facemask and Alcohol for 10 pax - Provision of cold bottled mineral water for 10 pax daily (upon arrival to Zamboanga and during activity proper) - All assigned personnel of the service provider should be fully vaccinated - Porter Fees 	
Total ABC: PhP175,000.00		
<p>*** See the attached itinerary</p> <p>*** Itinerary is subject to change without prior notice</p> <p><u>Other Terms and Conditions:</u></p> <ol style="list-style-type: none"> 1. Willingness to respond to immediate/unforeseen changes in specifications. 2. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020- 		

008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.

3. Tour activities and/or schedules/dates may still be changed based on recommendations of the DOT Regional Office and IATF orders on local travel restrictions.

Eligibility Requirements:

1. Must be a Filipino-owned, operated and legally registered transportation/ tour operator company under Philippine laws
2. Engaged in the travel and tour operator business for at least three (3) years
3. Must be DOT-Accredited

Approved Budget for the Contract:

ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS ONLY (PHP175,000.00) inclusive of all applicable fees and taxes.

Terms of Payment:

1. Willing to provide services on a “send-bill” arrangement
2. Preferably has a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, all applicable bank charges will be shouldered by the supplier.

For particulars, please contact:

WILSON R. SUBA

Telephone numbers: (02) 525-9318 to 27 local 209 or (02) 525-6443

Email address: wilson_suba@tpb.gov.ph

THYRRISE DHENICE S. JUAN

Telephone numbers: (02) 525-9318 to 27 local 212 or (02) 525-6443

Email address: thyrrise_juan@tpb.gov.ph

Statement of Compliance:

Lot 1	Services of a Tour Operator for CSR Program 1 st Leg-Community Assistance to Sta. Cruz Island, Zamboanga City	One Hundred Seventy-Five Thousand Pesos Only (PhP175,000.00)	
		Comply	Not Comply
Seven (7) Round-Trip Airline Tickets (MNL-ZAM-MNLA)			
	<ul style="list-style-type: none"> ● 21 JUN 2022, MNL-ZAM PR 1997, 13:25 – 15:10 ● 22 JUN 2022, ZAM-MNL PR 1998, 15:50 – 17:35 		
	All Economy Class		
	One seat should be assigned at the first row after the business class and should also be a window seat. (For the Head of Delegation).		
	With 20KG check-in baggage allowance per pax per way		
	Comprehensive Travel Insurance for TPB with medical coverage for covid-19		
Land Transportation, Boat Transfers, and Mangrove Tour			

Whole 2-day rental of two (2) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees.)		
Shortened Mangrove Tour		
Fares, terminal fees, porter fees and other miscellaneous expenses		
Drivers should be fully-vaccinated with COVID-19 vaccines.		
12 Seater Capacity		
Fully air-conditioned, clean, comfortable, presentable, and in good running condition		
Must be equipped with a fire extinguisher, provision for cooler for H2O/drinks, umbrellas		
Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements		
With airport passes/stickers for airport terminals, if applicable		
With comprehensive insurance		
Maximum passengers per van – 6 persons		
First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)		
Itinerary and van assignment to be provided by TPB		
Van number and Project Name signages should be provided		
Coordinate with local tour operator/community on the possibility of shortened mangrove tour		
Hotel Accommodation		
<ul style="list-style-type: none"> ● Four (4) Superior Twin Room or its equivalent, Twin-Sharing ● One (1) Deluxe Room or its equivalent. 		
Check-in: 21 June 2022		
Check-out: 22 June 2022		
Located within the 10 km. radius of the Zamboanga International Airport		
Preferably Grand Astoria or Marcian Hotel		
Able to allow early check in on 21 June and late check-out on 22 June 2022		
Inclusive of breakfast		
Provision of hot and cold shower		
Complimentary Wi-Fi access per room		
Complimentary drinking water. It must be replenished daily		

Complimentary Health Care Kits (alcohol, facemasks, sanitizer, etc.)		
In-room safe		
Meals		
Set up a boodle fight lunch for 15 pax at the Sta. Cruz Island on Day 1 (22 June 2022). Menu to be approved by TPB (Include fish and vegetables).		
Budget per pax: PHP500.00		
<ul style="list-style-type: none"> • Tour Operator to recommend best restaurants for: 		
Day 1:		
-Dinner c/o TPB		
Coordinate with Local Community on the set-up of the boodle fight at the Great Sta. Cruz Island		
Soup Kitchen		
Provision and set-up of Soup Kitchen for the 113 kids of the Sta. Cruz Island on 22 June 2022.		
Budget: PHP15,000.00		
Inclusive of re-usable utensils/cookwares		
Choice of soup to be discussed with the community-TPB/DOT		
Shipment of Boxes/Donation		
Shipment of eight (8) boxes of donation (containing backpacks, drawstring bags, notebooks, pencils, pad papers, crayons, colored pens, ball pens and dry bags) to the Sta. Cruz Island People's Organization Office in Zamboanga.		
Each box weighs 25kgs. Max.		
Pick-up should be at TPB Office		
Shipment schedule to be advised		
Complete shipping address to be provided by TPB		
Tour Operator to provide tracking number/status updates on the shipment		
Inclusive of all handling fees and other applicable charges		
Other Requirements:		
Provision of the ff: <ul style="list-style-type: none"> - Facemask and Alcohol for 10 pax - Provision of cold bottled mineral water for 10 pax daily (upon arrival to Zamboanga and during activity proper) - All assigned personnel of the service 		

	provider should be fully vaccinated - Porter Fees			
	<p><i>I hereby certify to comply and deliver all of the above requirements provided on the Technical Specifications.</i></p>			
	Name of the Authorized Representative *** Nothing Follows ***		Signature	
Terms of Payment	30 days after received of the Statement of Account/Billing Statement.			
Delivery	21-22 June 2022			
ABC	Php175,000.00 inclusive of all applicable charges and taxes			

The last day for submission of **quotation** is not later than 10:00 a.m. on **31 May 2022, via 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)525-7312 local 270

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. *Income/Business Tax Return*
3. *Company Profile*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement Omnibus Sworn Statement*
6. *Accomplished Statement of Compliance*

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]