

June 21, 2022

TPB-RFQ-2022-07-235

REQUEST FOR QUOTATION

PR#7.042

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit quotation for the hereunder project:

TERMS OF REFERENCE

PROJECT TITLE: Services of Tour Operator for Hybrid Seminars on Digital Marketing, Capacity Building and Skills Development

DATE : 1st Run - 05 October 2022
2nd Run – 09 November 2022
(Dates are Subject to Change)

VENUE : 1st Run – Metro Manila, (preferably Sofitel Philippine Plaza or Sheraton Manila Hotel, or similar category)
2nd Run – Region IV-A (CALABARZON) – Preferably Seda Nuali or Technopark Hotel)

EXPECTED NUMBER

Total no. of participants : 100 pax (including TPB representative)

BUDGET : **Php750,000.00** inclusive of all applicable taxes

I. OBJECTIVES

1. To increase the marketing capability of members to meet current and ‘new normal’ needs
2. To assist members in recovery efforts, enabling them to develop the ongoing pandemic with new strategies to move forward
3. To explore ways to restart and recover in their operations
4. To provide platforms and marketing initiatives to generate more business for their companies
5. To strengthen collaboration and partnership with the private sector

The **Tourism Promotions Board (TPB)** of the Department of Tourism (DOT) is inviting qualified Philippine tour operators to provide and manage the transportation requirements of the abovementioned event based on the following guidelines:

II. SCOPE OF SERVICES:

1st RUN METRO MANILA

05 October 2022

Number of participants: 100 inclusive of TPB representatives

VENUE AND MEALS:

A. VENUE

1. Preferably at Sofitel Philippine Plaza, Sheraton Manila Hotel, or similar category
2. Must have a conference/function room that can accommodate 100 pax with consideration of social distancing measures
3. Must be able to provide in-house food & beverage
4. Must be able to offer interactive solutions for virtual, hybrid and physical meetings & events
5. Must provide all meeting space requirements, decoration, basic sound system/lights, and equipment set up for the venue to include microphones, projectors with projector screens and LCD screens for directional signage and announcements and other advanced audiovisual technologies for the conduct of high-definition live streams and webinars
6. Must provide high-speed internet for concurrent users on multiple devices and for high-definition live streaming purposes
7. Must provide complimentary parking space and passes for TPB official vehicles, delegates, and speakers
8. Must allow the TPB organizing committee and designated technical supplier and online event platform supplier to set up and coordinate technical requirements with the property's events and technical management support
9. Must be compliant with safety standards and precautionary measures established by DOT for accommodation facilities and MICE venues
10. Must ensure the safety and cleanliness of the premises
11. Provision of special areas and facilities for persons with disabilities (PWDs) within the conference venue (e.g. equipped with handrails and special walkway—internal and external – for participants in a wheelchair, etc.)
12. Layout

Seminar Proper/Snack	Classroom style with tables
Lunch	Round table

13. Schedule of activities (tentative):

Date/Time	Activity
Evening of previous day	Ingress
8:30 AM	Registration
9:00 AM	Seminar proper AM snack in between
12:00 PM	End of seminar
	Lunch
2:00 PM	Egress

14. Required documents to be submitted:

Floor plan and conference/meeting set-up

B. MEALS/FOOD & BEVERAGE

Time	Requirements
AM	Snacks for 100 pax - Savory and sweet snacks (to be proposed by the venue's F&B and approved by TPB) - Free-flowing coffee/tea/water - 1 round of Iced Tea
Noon	Managed buffet or 4-course plated lunch for 100 pax - Menu to be proposed by the venue's F&B and approved by TPB - Free-flowing coffee/tea/water 1 round of Iced Tea
Budget for managed buffet or 4-course plated lunch & 1 snack: P3,500.00	

1. Must have a preventive management tool to ensure food safety (i.e. Hazard Analysis Critical Control Point-certified, etc.)
2. Uniformed and well-trained banquet service personnel and a dedicated Event Sales Leader to attend to all arrangements
3. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)
4. Final F&B minimum guarantee should be based on participants estimates one week before the event
5. Required documents to be submitted: 3 proposed menus for the approval of TPB

III. LAND TRANSPORTATION

One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees)

- Seating capacity: 10 pax

Note: Driver must be fully-vaccinated and boosted

2nd RUN REGON IV-A (CALABARZON)

09 November 2022

Number of participants: 100 inclusive of TPB representatives

I. VENUE AND MEALS

A. VENUE

1. Preferably at Seda Nuvali or Technopark Hotel
2. Must have a conference/function room that can accommodate 100 pax with consideration of social distancing measures
3. Must be able to provide in-house food & beverage
4. Must be able to offer interactive solutions for virtual, hybrid and physical meetings & events
5. Must provide all meeting space requirements, decoration, basic sound system/lights and equipment set up for the venue to include microphones, projectors with projector screens and LCD screens for directional signage and announcements and other advanced audiovisual technologies for the conduct of high-definition live streams and webinars
6. Must provide high-speed internet for concurrent users on multiple devices and for high-definition live streaming purposes
7. Must provide complimentary parking space and passes for TPB official vehicles, delegates, and speakers
8. Must allow the TPB organizing committee and designated technical supplier and online event platform supplier to set up and coordinate technical requirements with the property's events and technical management support
9. Must be compliant with safety standards and precautionary measures established by DOT for accommodation facilities and MICE venues
10. Must ensure the safety and cleanliness of the premises
11. Provision of special areas and facilities for persons with disabilities (PWDs) within the conference venue (e.g. equipped with handrails and special walkway—internal and external – for participants in a wheelchair, etc.)
12. Layout

Seminar Proper/Snack	Classroom style with tables
Lunch	Round table

13. Schedule of activities (tentative):

Date/Time	Activity
Evening of previous day	Ingress
12:00 PM	Registration Lunch
2:00 PM	Seminar proper AM snack in between
5:30 PM	End of seminar
	Egress

14. Required documents to be submitted:
Floor plan and conference/meeting set-up

B. MEALS/FOOD & BEVERAGE

Time	Requirements
PM	Snacks for 100 pax - Savory and sweet snacks (to be proposed by the venue's F&B and approved by TPB) - Free-flowing coffee/tea/water 1 round of Iced Tea
Noon	Managed Buffet lunch for 100 pax - Menu to be proposed by the venue's F&B and approved by TPB - Free-flowing coffee/tea/water 1 round of Iced Tea
Budget for buffet lunch & 1 snack: P3,000.00	

1. Must have a preventive management tool to ensure food safety (i.e. Hazard Analysis Critical Control Point-certified, etc.)
2. Uniformed and well-trained banquet service personnel and a dedicated Event Sales Leader to attend to all arrangements
3. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)
4. Final F&B minimum guarantee should be based on participants estimates one week before the event

C. LAND TRANSPORTATION (3 days)

One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees) for 3 days and 2 nights

- Seating capacity: 10 pax

Note: Driver must be fully-vaccinated and boosted

D. ACCOMMODATION (3 days/2 nights)

No. of Pax	Requirement
8 TPB staff	Room accommodation preferably at Seda Nuvali or Technopark Hotel or its equivalent for 3 days/2 nights (with breakfast) based on twin occupancy

IV. OTHER TERMS AND CONDITIONS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Willing to provide services on a "send-bill" arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations

4. 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.
5. Activities and/or schedules/dates may still change according to the recommendations of the DOT Regional Office involved.
6. Must allow rebooking, transfers or refunds

V. QUALIFICATION OF BIDDERS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. Engaged in the travel and tour operator business for at least three (3) years (2019-2022) at the date and time of the opening of bids.
3. 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 2019 – 2022;
4. Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; preferably a TPB member.

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **27 July 2022 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Thank you very much.


ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

Note: All entries must be typewritten in your company letterhead.

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:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit (2022)
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (for New Supplier)
- f. Omnibus Sworn Statement (Annex "A")

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]

ITINERARY FORM

Project Name: Conduct of Hybrid Seminars on Digital Marketing, Capacity Building and Skills Development

Date: 1st Run: September 2022

Venue: 1st Run: Metro Manila

[illegible]

As of: 31 May 2022

ITINERARY FORM

Project Name: Conduct of Hybrid Seminars on Digital Marketing, Capacity Building and Skills Development

Date: 2nd Run: October 2022

Venue: 2nd Run: Region IV-A

[illegible]

As of: 31 May 2022