

14 November 2022

## REQUEST FOR QUOTATION

RFQ No. **TPB-PR 2022.11.406**

**Requirement: Tour Operator Services for the Implementation of Familiarization Tours for Tour Operators, Agents, Consolidators, and Media Partners from the USA**

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The **TOURISM PROMOTIONS BOARD** invites **Service Providers** to submit a quotation for the procurement of the **Tour Operator Services for the Implementation of Familiarization Tours for the Tour Operators, Agents, Consolidators, and Media Partners from the USA**, composed of **two (2) lots** as follows:

Lot No.	Procurement Project/identification number	Approved Budget for the Contract
1	Familiarization Tour for Philippine Airlines Agents, Consolidators and Media Partners	2,100,000.00
2	Familiarization Tour for Tour Operators, Agents, and Media from Houston, Texas, USA	3,100,000.00
<b>TOTAL</b>		<b>5,200,000.00</b>

The complete details of the requirement are provided in the respective Terms of Reference and the Itineraries attached hereto.

Please submit your **quotation** together with the **eligibility, technical, and financial documents** enumerated below to the **BAC Secretariat, Procurement and General Services Division, 4F, Legaspi Towers 300, Roxas Boulevard, Manila** not later than **24 November 2022, until 5:00pm**. The **Approved Budget for the Contract (ABC)** is **Five Million Two Hundred Thousand Pesos Only (Php5,200,000.00)**.

Technical and Financial Documents for submission using the forms in the Bidding Documents for Goods (6<sup>th</sup> Edition)

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class "A" Documents*

##### Legal Documents

- ☐ a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)
- b. SEC Registration Certificate
- c. Articles of Incorporation including the amended, if available
- d. Mayor's/Business Permit
- e. Tax Clearance
- f. Latest Audited Financial Statement

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Technical Documents

- ☐ a. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last **five (5) years** prior to the deadline for the submission and receipt quotation. The statement shall include for each of the contract the following:
- a.1. the name and location of the contract;
  - a.2. date of award of the contract;
  - a.3. type and brief description of consulting services;
  - a.4. consultant's role (whether main consultant, subconsultant, or partner in a JV)
  - a.5. amount of contract;
  - a.6. contract duration; and
  - a.7. certificate of satisfactory completion or equivalent document issued by
  - a.8. the client, in the case of a completed contract; copy of the Notice of Award or Notice to Proceed or Contract in the case of ongoing contracts;
- and**
- ☐ b. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ c. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ d. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ e. Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ f. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ g. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- ☐ h. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## II. FINANCIAL COMPONENT ENVELOPE

- ☐ i. Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ j. Original of duly signed and accomplished Price Schedule(s).

The winning bidder is required to submit a performance security prior to the signing of the contract, which shall remain valid until the issuance by the Procuring Entity of the Certificate of Final Acceptance.

The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

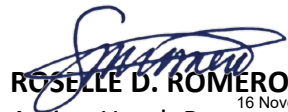
Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
(d) Performance Securing Declaration using the prescribe form, subject to the terms and conditions specified in GPPB Resolution No. 09-2020	n.a.

The procurement of the requirement will be undertaken through Negotiated Procurement - Two Failed Biddings with the provision of Section 53.1 of the Act and the revised IRR following the procedure as prescribed in Annex "H" of the revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Act.

For any clarification, you may send an email to the BAC Secretariat at email addresses [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)/[janet\\_villafranca@tpb.gov.ph](mailto:janet_villafranca@tpb.gov.ph).

The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



**ROSELLE D. ROMERO**  
16 November 2022  
Acting Head, Procurement and General Services Division  
Administrative Department