

25 November 2022

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2022.11.467  
**PR No.** 11.042

**Requirements:** **Services of Production Company that can provide animators/weavers/entertainers at the Philippine Stand in the Internationale Tourismus Borse (ITB) Berlin 2023**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p><b>I. Services of Production Company that can provide animators/weavers/entertainers</b></p> <p><b>BACKGROUND</b></p> <p>ITB Berlin is the world's largest travel and tourism trade fair, the ITB Berlin will reunite the travel industry again on 07-09 March 2023. With over 10,000 exhibitors and 160,000 visitors expected to gather during ITB Berlin 2023 the trade show will once again prove to be a staple in the travel event industry.</p> <p>During the four days of the fair visitors will be able to explore information stands, hotels and property displays offering a comprehensive product overview featuring over 180+ travel destinations. This extensive showcase is arranged into easy-to-find show floor segments based on the destination's geographical locations. Additional guidance provides the thematic sectors of the exhibition further organizing the extensive array of products and services into groups such as Adventure travel &amp; responsible tourism, business travel, career centre, LGBT + tourism, luxury</p>	Php943,100.00	Php943,100.00

	<p>travel, medical tourism, youth travel and others.</p> <p><b>II. OBJECTIVES</b></p> <p>A continued participation at the ITB Berlin would provide a platform for the Philippines to:</p> <ul style="list-style-type: none"> <li>• Sustain a strong and distinguished presence in the global tourism industry;</li> <li>• Network with new stakeholders in existing and emerging tourism source markets, and generate new business deals;</li> <li>• Resume tourism businesses with existing partners;</li> <li>• Explore partnership opportunities with various tourism stakeholders, including tour operators, OTAs and new online distribution platforms, travel websites and communities, journalists, and influencers, among others;</li> <li>• Strengthen the Philippines’ global tourism branding campaign</li> </ul> <p><b>III. SCOPES OF WORK/SERVICES</b></p> <p>A. Provide/engagement with three (3) animators/weavers/entertainers and to cover the following expenses relative to their travel to the Germany:</p> <ul style="list-style-type: none"> <li>• Honorarium/ talent fees (at least Php40,000.00 each);</li> <li>• International and domestic (if necessary) air tickets including Traveling insurance with COVID-19 coverage and other airline related expenses;</li> <li>• Daily per diems at least USD50/day/pax (in Germany);</li> <li>• VISA fees; and</li> <li>• Accommodations in Manila (if necessary)</li> </ul> <p><b>Note: Proposed departure to Manila of the animators/weavers/entertainers is on 05 March 2023.</b></p>		
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	<p>B. Assists and oversee the overall arrangements of the animators/weavers/entertainers for the duration of their stay in Berlin, Germany;</p> <p>C. Secure necessary travelling documents of the animators/weavers/entertainers for VISA processing purposes;</p> <p>D. Monitor and coordinate all necessary arrangements and requirements of the animators/weavers/entertainers travel to Berlin, Germany; and</p> <p>E. Secure additional baggage allowance for the equipment/samples of the animators/weavers/entertainers.</p> <p><b>IV. Qualification of Bidders</b></p> <ol style="list-style-type: none"> <li>1. Must be a DOT-accredited establishment (if applicable); and</li> <li>2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps);</li> <li>3. Must have been in operation as Production Company for at least five (5) years.</li> </ol> <p><b>V. PAYMENT PROCEDURE</b></p> <p>The payment should be made by the Tourism Promotions Board via send bill arrangement 30 days after the completion of services.</p> <p>Chief Operating Officer/Officer-in-Charge Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> <p>Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.</p> <p><b>VI. Project Officer:</b></p>		
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	<p>Mr. Michael M. Malonda Market Specialist III, EAMI Division Tel. No.: 8 525 9318 loc 287 E-mail: michael_malodna@tpb.gov.ph</p> <p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Certificate</li> <li>Mayor's Business Permit</li> <li>SEC/DTI Registration Certificate</li> <li>BIR Registration /TIN</li> <li>Omnibus Sown Statement (Annex "B")</li> <li>Technical Specification (Annex "A")</li> <li>Company profile (New Supplier)</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>Statement of Compliance to the Technical Specification (<b>Annex "A"</b>)</li> <li>Omnibus Sown Statement (<b>Annex "B"</b>)</li> </ol> <p>NOTE:</p> <ul style="list-style-type: none"> <li>All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of thirty (30) calendar days.</li> </ul>		
Terms	30 days from receipt of Invoice		
Delivery	07-09 Mach 2023		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php943,100.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong\_ducusin@tpb.gov.ph not later than **1 December 2022 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Please be informed that 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**  
25 November 2022

Acting Head, Procurement and General Services Division

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

<b>TECHNICAL SPECIFICATION</b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	<b>Services of Production Company that can provide animators/weavers/entertainers at the Philippine stand in the Internationale Tourismus Borse (ITB) Berlin 2023</b>		1 Lot
	<p><b>SCOPES OF WORK/SERVICES</b></p> <p>A. Provide/engagement with three (3) animators/weavers/entertainers and to cover the following expenses relative to their travel to the Germany:</p> <ul style="list-style-type: none"> <li>• Honorarium/ talent fees (at least Php40,000.00 each);</li> <li>• International and domestic (if necessary) air tickets including Traveling insurance with COVID-19 coverage and other airline related expenses;</li> <li>• Daily per diems at least USD50/day/pax (in Germany);</li> <li>• VISA fees; and</li> <li>• Accommodations in Manila (if necessary)</li> </ul> <p><b>Note: Proposed departure to Manila of the animators/weavers/entertainers is on 05 March 2023.</b></p> <p>B. Assists and oversee the overall arrangements of the animators/weavers/entertainers for the duration of their stay in Berlin, Germany;</p> <p>C. Secure necessary travelling documents of the animators/weavers/entertainers for VISA processing purposes;</p> <p>D. Monitor and coordinate all necessary arrangements and requirements of the</p>		

	animators/weavers/entertainers travel to Berlin, Germany; and E. Secure additional baggage allowance for the equipment/samples of the animators/weavers/entertainers.		
	Qualification of Bidders 1. Must be a DOT-accredited establishment (if applicable); and 2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps); 3. Must have been in operation as Production Company for at least five (5) years.		
	<b>PAYMENT TERMS</b> The payment should be made by the Tourism Promotions Board via send bill arrangement 30 days after the completion of services.  Chief Operating Officer/Officer-in-Charge Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100  Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.		
	<b><u>SCHEDULE OF REQUIREMENTS</u></b>		
	<b><u>TERMS OF PAYMENT</u></b>		
	1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement. 2. The supplier must have a Land bank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Land bank account, bank charges will be shouldered by the supplier.		

**I hereby certify to Comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*