

REQUEST FOR QUOTATION

December 12, 2022

RFQ No. TPB-PR 2022.12.503

The **TOURISM PROMOTIONS BOARD** through its Bids and Awards Committee (BAC), intends to procure the **Services of a Tour Operator for the Domestic Invitational Program-Philippine Tourism Influencers Program** covering **Six (6) Regions/Lots** through **Section 53.1 (Negotiated Procurement – Two Failed Bidding)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Lots are broken down into following:

Lot No.	Destinations	Amount (PhP)
1		(awarded)
2	CORDILLERA March 19-24, 2023 6D/5N (<i>indicative date</i>)	1,625,000.00
3	SUBIC March 10-15, 2023 (4D/3N) (<i>indicative date</i>)	1,319,500.00
4	NUEVA VIZCAYA- QUIRINO March 30 – April 3, 2023 (6D/5N) (<i>indicative date</i>)	1,460,000.00
5	ZAMBOANGA DEL NORTE AND DEL SUR April 27 – May 3, 2023 (7D/6N) (<i>indicative date</i>)	2,333,000.00
6	CEBU-BOHOL May 25-31, 2023 (7D/6N) (<i>indicative date</i>)	2,114,004.00
7		(awarded)
8	BARMM June 5-11, 2023 (7D/ 6N) (<i>indicative date</i>)	1,881,000.00
	Total	10,732,504.00

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative on a sealed enveloped not later that the deadline on December 19, 2022 at 10:00 AM.

The following documents are also required to be submitted along with your quotation on the specified deadline above.

Technical and Legal Component:

1. Copy of SEC/DTI Certificate of Registration
2. Copy of 2022 Mayor's or Business Permit
3. Copy of 2022 Tax Clearance
4. Copy of Company Profile
5. Copy of Platinum PhilGEPS Registration Certificate
6. Notarized Revised Omnibus Sworn Statement (GPPB-Prescribed Form)
7. Statement of all its ONGOING government and private contract within the last three (3) years including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
8. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last three (3) years, contract should at least be fifty percent (50%) of ABC.
9. Net Financial Contracting Capacity (NFCC), computation must be at least equal to ABC or a committed Line of Credit Forms.
10. Audited Financial Statements, showing among others, the supplier 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.
11. Valid joint Venture Agreement, if applicable.
12. Conformity with Technical Specifications.
13. Curriculum Vitae of Tour Coordinators
14. List of Completed Projects within the last three (3) years
15. Valid Department of Tourism (DOT) Certificate of Accreditation
16. All Documents for submission as per stated in the Technical Specifications

Financial Component:

- 1) Duly signed and accomplished Financial Bid Form; and
- 2) Duly signed and accomplished Price Schedule(s).

For further information, please refer to:

Ms. Eloisa A. Romero / Mr. Socrates G. Torres

BAC Secretariat, Administrative Department

TPB PHL

4th Floor Legaspi Towers 300, Roxas Boulevard, Manila

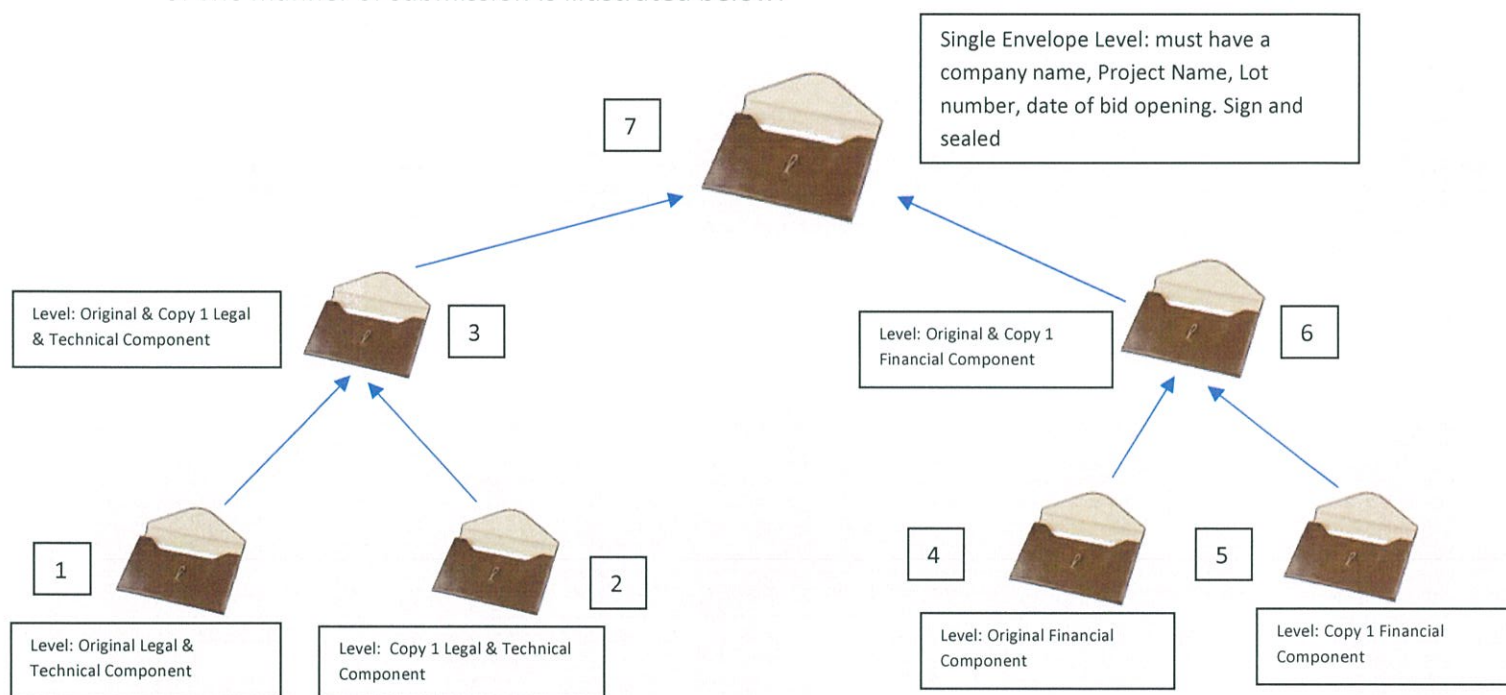
Tel. Nos. 8 525-9318 loc. 261

Email at bac_sec@tpb.gov.ph, soc_torres@tpb.gov.ph

Atty. Venancio C. Manuel III
Chairperson
Bids and Award Committee

INSTRUCTIONS:

1. Submit your bid quotation on or before December 19, 2022 10:00 AM in a **sealed enveloped at TPB office.**
2. The bidders may participate in the bidding process for **one (1) lot or more than one (1) lot** depending on the lot the bidder may choice.
3. TPB will open the bid quotation lot after lot, a **complete and separate set** of bid quotation must be submitted per lot
4. The bidder must **submit 2 sets of bid quotation, 1 original and copy 1.**
5. The manner of submission is illustrated below:



Submission:

- For Lot 2: Submit a complete and separate set of Bid Quotation
For Lot 3: Submit a complete and separate set of Bid Quotation
For Lot 4: Submit a complete and separate set of Bid Quotation
For Lot 5: Submit a complete and separate set of Bid Quotation
For Lot 6: Submit a complete and separate set of Bid Quotation
For Lot 8: Submit a complete and separate set of Bid Quotation

6. Prospective Bidders may obtain further information from TPB PHL– Bids and Awards Committee Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays.
7. A complete set of Bidding Documents may be acquired by interested Bidders on December 12, 2022 to December 19, 2022 (9:30 A.M.) from the given address and website(s) below and

upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.

The cost of bidding documents shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

Approved Budget for the Contract	Amount of Bidding Documents (in Philippine Peso)
More than 1 Million up to 5 Million	2,500.00
More than 5 Million up to 10 Million	5,000.00

Mode of Payment of Bidding Document

a) Fund/Bank Transfer:

Tourism Promotions Board Philippines bank details:

Account Name: Tourism Promotions Board

Account Number: 1772-1034-13

Bank: Land Bank of the Philippines

Branch Address: Ground Floor Century Park Hotel

Harrison Plaza, Adriatico St., Malate Manila

Bidders who have tend to pay the bidding documents via fund/bank transfer, facilitate the payment three (3) working days before the deadline of submission of bids in order for the TPB Cash Division to issue an Official Receipt and other relevant document

b) Cash Payment: Pay in cash at the TPB Office Cash Unit.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of one hundred twenty (120) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the TPB shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

8. The services and items shall be delivered as stated in the Technical Specifications/Project Implementation Schedule (Subject to Change as per instructions of the TPB).
9. Payment shall be made after delivery and upon the submission of the required supporting Documents.

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE DOMESTIC INVATIONAL PROGRAM - PHILIPPINE TOURISM INFLUENCER PROGRAM

LOT 2

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item	Specification	Statement of Compliance (Comply or Not Comply)
1	Lot 2: CORDILLERA March 19-24, 2023 6D/5N <i>(indicative date)</i>	
2	ABC PhP 1,625,000.00	
3	<u>Number of participants:</u> 20 pax per module (inclusive of TPB and DOT Regional Office representatives) <u>Minimum pax guarantee:</u> 10 pax per module	
4	Transportation: Five (5) vans (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees.)	

	<ul style="list-style-type: none"> • Transfer-in and out • Pick-up and drop-off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila. • Tour proper <p>Additional one (1) van for luggage per module (inclusive of driver and gas)</p> <p><i>Note: Drivers must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the tour</i></p>	
5	Comprehensive Travel Insurance with COVID-19 coverage for 20 pax with 1 Million medical coverage for covid-19	
6	Room Accommodation at 20 rooms with deluxe category (if applicable/available) or its equivalent for five (5) nights based on single occupancy with breakfast to Mt. Data or any Baguio City 4 start hotel.	
7	Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner) including am and pm snack amounting to Php2,000.00 per pax/ meal <i>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks or beverage</i>	
8	Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.	
9	Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) (ratio 1 coordinator per 10 participants)	
10	Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB)	
11	▪ Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB)	
12	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.)	
13	Provision of Stand-by paramedics at identified location	
14	Provision of (3) color-coded luggage tags per participants	

15	Provision of token and destination-based giveaways including 1 welcome gift and 4 pillow gifts for each guest coming from the local community and sustainable without showing tour operator's logo and subject to TPB's approval amounting to PhP2, 000 per pax.				
16	Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval				
17	Provision of 1 professional videographer and 1 professional photographer to cover the tour, 3-5 minutes clip and highlights and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 tpb copies after the tour module and one (1) external hard drive(subject for approval of TPB)				
18	All assigned personnel of the service provider should have a negative ANTIGEN Test and or COVID-19 booster c/o of bidder (tour coordinator, tour guide, photographers, videographer, and driver)				
19	Provision of snacks on board, cold towels and drinking water inside the tumbler				
20	Services of a DOT-accredited local or Regional Tour Guide (Ratio 5 pax = 1 Tour Guide)				
21	Provision of Covid-19 Antigen test as maybe required by the LGU				
22	Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP100,000.00				
23	Provision of re-validation activity - One (1) van for re-validation of the tour Itinerary for 4 days with driver (inclusive of gas, parking fees and overtime fees.) date is subject for TPB's approval.				
24	Three (3) rooms with deluxe category (if applicable/available) or its equivalent for three (3) nights with twin bed with breakfast				
25	Provision of Meals for four (4) days including Lunch and Dinner amounting to PhP1,500.00				
26	Tours and activities including One (1) DOT accredited Regional Tour Guide				
27	Project Implementation Schedule (Subject to Change)				
	<table border="1"> <tr> <td>LOT</td><td>DESTINATIONS</td><td>DATES</td></tr> </table>	LOT	DESTINATIONS	DATES	
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	2	CORDILLERA 6D/5N	March 19-24, 2023							
28	ADDITIONAL REQUIREMENTS <ol style="list-style-type: none">1. Assistance in preparing/ securing entry documents, as necessary.2. Willingness to respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.3. Willing to provide services on a “send-bill” arrangement.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. <i>Tour activities and/or schedules/dates may still be changed</i> based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions.6. Bidders must submit List of completed projects for the three (3) years7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax</i>.8. Submit valid Department of Tourism (DOT) Certificate of Accreditation.									
29	Qualification of Bidders (Additional) Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws. Must have been in operation for at least three (3) years.									
30	TERMS OF PAYMENT <table><tr><td>1st Tranche</td><td>Confirmed Accommodation/Tour Services (Tour Guide/Transportation) including draft tour Itinerary during the re-validation trip.</td><td>15% of the total contract price</td></tr><tr><td>2nd</td><td>Acceptance of Final Itinerary</td><td>40% of the total contract</td></tr></table>			1 st Tranche	Confirmed Accommodation/Tour Services (Tour Guide/Transportation) including draft tour Itinerary during the re-validation trip.	15% of the total contract price	2 nd	Acceptance of Final Itinerary	40% of the total contract	
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2 nd	Acceptance of Final Itinerary	40% of the total contract								

	Tranche	Completion of booking of domestic air-tickets and confirm booking accommodation during the trip	price	
	3 rd Tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	45% of the total contract price	
	Note: The bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.			
31	Submission of Bid: TPB will open the Bid Proposal Lot after Lot Submit complete and separate Bid Quotation per Lot			
32	<p>For Submission of Notarized Revised Omnibus Sworn Statement (OSS) is supported of:</p> <ul style="list-style-type: none">• Notarized Secretary's Certificate (for Corporate Company under Securities and Exchange Commission) or• Notarized Special Power of Attorney (for Sole Proprietor, under Department of Trade and Industry) <p>The Authorized and Designated Representative in the OSS is the same person/name indicated/stated in the Secretary's Certificate or Special Power of Attorney to enter into, transact, deal and bid to TPB.</p> <p>Submit the Security and Exchange Commission Certificate with the Articles of Incorporation</p>			
33	<p>1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract within the last three (3) years from the date of submission and receipt of bids.</p> <p>2) For the statement of all ongoing government and private contract attached any of the following: signed Notice of</p>			

	Award, Notice to Proceed, Contract/Purchase Order.	
34	The Tourism Promotions Board Philippines is evaluating the suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)	
35	CONTRACT DURATION The effectivity of the Contract shall commence upon receipt by the bidder of the Notice To Proceed which will not be later than five (5) calendar days upon each issuance until the completion of the deliverable / services.	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of the authorized representative

Date

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR

FOR THE DOMESTIC INVITATIONAL PROGRAM - PHILIPPINE TOURISM INFLUENCER PROGRAM

LOT 3

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item	Specification	Statement of Compliance (Comply or Not Comply)
1	Lot 3: SUBIC March 10-15, 2023 (4D/3N) (indicative date)	
2	ABC PhP1,319,500.00	
3	<u>Number of participants:</u> 20 pax per module (inclusive of TPB and DOT Regional Office representatives) <u>Minimum pax guarantee:</u> 10 pax per module	
4	Transportation: Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.) <ul style="list-style-type: none"> • Transfer-in and out • Pick-up and drop-off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila. • Tour proper Additional one (1) van for luggage per module (inclusive of driver and gas) <i>Note: Drivers must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the tour</i>	
5	Comprehensive Travel Insurance with COVID-19 coverage for 20 pax with 1 million medical coverage for covid-19	
6	Room Accommodation at 20 rooms with deluxe category (if applicable/available) or its equivalent for three (3) nights based on single occupancy with breakfast.	
7	Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner) including am and pm snack amounting to PhP2,000.00 per pax/ meal <i>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks or beverage</i>	
8	Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.	
9	Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) (ratio 1 coordinator per 10 participants)	
10	Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of	

	TPB)	
11	<ul style="list-style-type: none"> Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB) 	
12	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.)	
13	Provision of Stand-by paramedics at identified location	
14	Provision of (3) color-coded luggage tags per participants	
15	Provision of token and destination-based giveaways including 1 welcome gift and 4 pillow gifts for each guest coming from the local community and sustainable without showing tour operator's logo and subject to TPB's approval amounting to PhP2, 000 per pax.	
16	Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval	
17	Provision of 1 professional videographer and 1 professional photographer to cover the tour, 3-5 minutes clip and highlights and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 tpb copies after the tour module and one (1) external hard drive(subject for approval of TPB)	
18	All assigned personnel of the service provider should have a negative ANTIGEN Test and or COVID-19 booster c/o of bidder (tour coordinator, tour guide, photographers, videographer, and driver)	
19	Provision of snacks on board, cold towels and drinking water inside the tumbler	
20	Services of a DOT-accredited local or Regional Tour Guide (Ratio 5 pax = 1 Tour Guide)	
21	Provision of Covid-19 Antigen test as maybe required by the LGU	
22	Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP60,000.00	
23	Project Implementation Schedule (Subject to change)	

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24	ADDITIONAL REQUIREMENTS <div><div>1. Assistance in preparing/ securing entry documents, as necessary.</div><div>2. Willingness to respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.</div><div>3. Willing to provide services on a “send-bill” arrangement.</div><div>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.</div><div>5. <i>Tour activities and/or schedules/dates may still be changed</i> based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions.</div><div>6. Bidders must submit the list completed projects for the last least three (3) years</div><div>7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax</i>.</div><div>8. Submit valid Department of Tourism (DOT) Certificate of Accreditation.</div></div>							
25	Qualification of Bidders Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws. Must have been in operation for at least three (3) years.							
26	TERMS OF PAYMENT <table><tr><td>1st Tranche</td><td>Acceptance of Final Itinerary <i>Confirmed Accommodation/ Tour services (Tour Guides/Transportation)</i></td><td>15% of the total contract price</td></tr></table>		1 st Tranche	Acceptance of Final Itinerary <i>Confirmed Accommodation/ Tour services (Tour Guides/Transportation)</i>	15% of the total contract price			
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	2 nd Tranche	Completion of booking of domestic air-tickets and confirm booking accommodation during the trip	40% of the total contract price	
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	Note: The bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.			
27	Submission of Bid: TPB will open the Bid Proposal Lot after Lot Submit complete and separate Bid Quotation per Lot			
28	<p>For Submission of Notarized Revised Omnibus Sworn Statement (OSS) is supported of:</p> <ul style="list-style-type: none">• Notarized Secretary’s Certificate (for Corporate Company under Securities and Exchange Commission)or• Notarized Special Power of Attorney (for Sole Proprietor, under Department of Trade and Industry) <p>The Authorized and Designated Representative in the OSS is the same person/name indicated/stated in the Secretary’s Certificate or Special Power of Attorney to enter into, transact, deal and bid.</p> <p>Submit the Security and Exchange Commission Certificate with the Articles of Incorporation</p>			
29	<p>1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract within the last three (3) years from the date of submission and receipt of bids.</p> <p>2) For the statement of all ongoing government and</p>			

	private contract attached any of the following: signed Notice of Award, Notice to Proceed, Contract/Purchase Order.	
30	The Tourism Promotions Board Philippines is evaluating the suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)	
31	CONTRACT DURATION The effectivity of the Contract shall commence upon receipt by the bidder of the Notice To Proceed which will not be later than five (5) calendar days upon each issuance until the completion of the deliverable / services.	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of the authorized representative

Date

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR

FOR THE DOMESTIC INVITATIONAL PROGRAM - PHILIPPINE TOURISM INFLUENCER PROGRAM

LOT 4

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject

to the applicable laws and issuances.]

Item	Specification	Statement of Compliance (Comply or Not Comply)
1	Lot 4: NUEVA VIZCAYA- QUIRINO March 30 – April 3, 2023 (6D/5N) (<i>indicative date</i>)	
2	ABC PhP1,460,000.00	
3	<u>Number of participants</u> : 20 pax per module (inclusive of TPB and DOT Regional Office representatives) <u>Minimum pax guarantee</u> : 10 pax per module	
4	Transportation: Charter bus with driver (inclusive of gas, parking fees and overtime fees.) and or charter bus that can accommodate 25-30 pax. <ul style="list-style-type: none"> • Transfer-in from Manila to Isabela • Transfer-out from Nueva Vizcaya to Manila Five (5) vans (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees.) <ul style="list-style-type: none"> • Tour Proper and other activities during the travel in the destination. 1 Back-up van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees.) <ul style="list-style-type: none"> • Pick-up and drop-off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila. • For the whole duration of the tour proper Additional one (1) van for luggage per module (inclusive of driver and gas) <i>Note: Drivers must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the tour</i>	
5	Comprehensive Travel Insurance with COVID-19 coverage for 20 pax with 1 million medical coverage for covid-19	
6	Room Accommodation at 20 rooms with deluxe category (if applicable/available) or its equivalent for five (5) nights based on single occupancy with breakfast.	
7	Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner) including am and pm snack amounting to PhP2,000.00 per pax/ meal	

	<i>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks or beverage</i>	
8	Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.	
9	Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) (ratio 1 coordinator per 10 participants)	
10	Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB)	
11	<ul style="list-style-type: none"> ▪ Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB) 	
12	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.)	
13	Provision of Stand-by paramedics at identified location	
14	Provision of (3) color-coded luggage tags per participants	
15	Provision of token and destination-based giveaways including 1 welcome gift and 4 pillow gifts for each guest coming from the local community and sustainable without showing tour operator's logo and subject to TPB's approval amounting to PhP2, 000 per pax.	
16	Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval	
17	Provision of 1 professional videographer and 1 professional photographer to cover the tour, 3-5 minutes clip and highlights and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 tpb copies after the tour module and one (1) external hard drive(subject for approval of TPB)	
18	All assigned personnel of the service provider should have a negative ANTIGEN Test and or COVID-19 booster c/o of bidder (tour coordinator, tour guide, photographers, videographer, and driver)	
19	Provision of snacks on board, cold towels and drinking water inside the tumbler	

20	Services of a DOT-accredited local or Regional Tour Guide (Ratio 5 pax = 1 Tour Guide)							
21	Provision of Covid-19 Antigen test as maybe required by the LGU							
22	Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP100,000.00							
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LOT	DESTINATIONS	DATES						
4	NUEVA VIZCAYA – QUIRINO 6D/5N	March 30 – April 3, 2023						
24	ADDITIONAL REQUIREMENTS <ol style="list-style-type: none"> 1. Assistance in preparing/ securing entry documents, as necessary. 2. Willingness to respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost. 3. Willing to provide services on a “send-bill” arrangement. 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. <i>Tour activities and/or schedules/dates may still be changed</i> based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions. 6. Bidders must submit the list of completed projects for the last three (3) years 7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax</i>. 8. Submit valid Department of Tourism (DOT) Certificate of Accreditation. 							
25	Qualification of Bidders Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws. Must have been in							

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27	<p>Submission of Bid: TPB will open the Bid Proposal Lot after Lot Submit complete and separate Bid Quotation per Lot.</p>										
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29	<p>1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract within the last three (3) years from the date of submission and receipt of bids.</p> <p>2) For the statement of all ongoing government and private contract attached any of the following: signed Notice of Award, Notice to Proceed, Contract/Purchase Order.</p>	
31	The Tourism Promotions Board Philippines is evaluating the suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)	
32	<p>CONTRACT DURATION</p> <p>The effectivity of the Contract shall commence upon receipt by the bidder of the Notice To Proceed which will not be later than five (5) calendar days upon each issuance until the completion of the deliverable / services.</p>	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of the authorized representative

Date

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR

FOR THE DOMESTIC INVITATIONAL PROGRAM PHILIPPINE TOURISM INFLUENCER PROGRAM

LOT 5

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is

subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item	Specification	Statement of Compliance (Comply or Not Comply)
1	Lot 5: ZAMBOANGA DEL NORTE AND DEL SUR April 27 – May 3, 2023 (7D/6N) (indicative date)	
2	ABC PhP2,333,000.00	
3	<u>Number of participants:</u> 20 pax per module (inclusive of TPB and DOT Regional Office representatives) <u>Minimum pax guarantee:</u> 10 pax per module	
4	Transportation: Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.) <ul style="list-style-type: none"> • Transfer-in and out • Pick-up and drop-off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila. • Tour proper Additional one (1) van for luggage per module (inclusive of driver and gas) <i>Note: Drivers must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the tour</i>	
5	▪ Provision of Domestic Air-ticket (round trip) with 20 kilos baggage allowance per pax per way (rebookable and refundable)	
6	Comprehensive Travel Insurance with COVID-19 coverage for 20 pax with 1 million medical coverage for covid-19	
7	Room Accommodation at 20 rooms with deluxe category (if applicable/available) or its equivalent for six (6) nights based on single occupancy with breakfast.	
8	Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner) including am and pm snack amounting to PhP2,000.00 per pax/ meal <i>Note: Lunch and Dinner all throughout the duration of the tour</i>	

	<i>with one (1) round of drinks or beverage</i>	
9	Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.	
10	Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) (ratio 1 coordinator per 10 participants)	
11	Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB)	
12	<ul style="list-style-type: none"> ▪ Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB) 	
13	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.)	
14	Provision of Stand-by paramedics at identified location	
15	Provision of (3) color-coded luggage tags per participants	
16	Provision of token and destination-based giveaways including 1 welcome gift and 4 pillow gifts for each guest coming from the local community and sustainable without showing tour operator's logo and subject to TPB's approval amounting to PhP2, 000 per pax.	
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19	All assigned personnel of the service provider should have a negative ANTIGEN Test and or COVID-19 Antigen Test with booster c/o of bidder (tour coordinator, tour guide, photographers, videographer, and driver)	

20	Provision of snacks on board, cold towels and drinking water inside the tumbler							
21	Services of a DOT-accredited local or Regional Tour Guide (Ratio 5 pax = 1 Tour Guide)							
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23	Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to Php100,000.00							
24	Provision of re-validation activity - One (1) van for re-validation of the tour Itinerary for 4 days with driver (inclusive of gas, parking fees and overtime fees.) date is subject for TPB's approval.							
25	Three (3) rooms with deluxe category (if applicable/available) or its equivalent for three (3) nights with twin bed with breakfast							
26	Provision of Meals for four (4) days including Lunch and Dinner amounting to Php1,500.00 for 5 pax (including TPB/DOT/LGU)							
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	<p>5. <i>Tour activities and/or schedules/dates may still be changed</i> based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions.</p> <p>6. Bidders must submit List of completed projects for the last three (3) years</p> <p>7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax.</i></p> <p>8. Submit valid Department of Tourism (DOT) Certificate of Accreditation.</p>										
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	Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider	
33	Submission of Bid: TPB will open the Bid Proposal Lot after Lot Submit complete and separate Bid Quotation per Lot.	
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35	<p>1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract within the last three (3) years from the date of submission and receipt of bids.</p> <p>2) For the statement of all ongoing government and private contract attached any of the following: signed Notice of Award, Notice to Proceed, Contract/Purchase Order.</p>	
36	The Tourism Promotions Board Philippines is evaluating the suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)	
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	of the deliverable / services.	
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I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of the authorized representative

Date

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR

FOR THE DOMESTIC INVITATIONAL PROGRAM - PHILIPPINE TOURISM INFLUENCER PROGRAM

LOT 6

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Item	Specification	Statement of Compliance (Comply or Not Comply)
1	Lot 6: CEBU-BOHOL May 25-31, 2023 (7D/6N) (indicative date)	
2	ABC PhP 2,114,004.00	

3	<p>Number of participants: 20 pax per module (inclusive of TPB and DOT Regional Office representatives)</p> <p>Minimum pax guarantee: 10 pax per module</p>	
4	<p>Transportation:</p> <p>Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.)</p> <ul style="list-style-type: none"> • Transfer-in and out • Pick-up and drop-off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila. • Tour proper <p>Additional one (1) van for luggage per module (inclusive of driver and gas)</p> <p><i>Note: Drivers must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the tour</i></p>	
5	<ul style="list-style-type: none"> ▪ Provision of Domestic Air-ticket (round trip) with 20 kilos baggage allowance per pax per way (rebookable and refundable) 	
6	Comprehensive Travel Insurance with COVID-19 coverage for 20 pax with 1 Million medical coverage for covid-19	
7	Room Accommodation at 20 rooms with deluxe category (if applicable/available) or its equivalent for six (6) nights based on single occupancy with breakfast.	
8	<p>Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner) including am and pm snack amounting to Php2,000.00 per pax/ meal</p> <p><i>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks or beverage</i></p>	
9	Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.	
10	Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) (ratio 1 coordinator per 10 participants)	
11	Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB)	
12	<ul style="list-style-type: none"> ▪ Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face 	

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24	Provision of re-validation activity - One (1) van for re-validation of the tour Itinerary for 4 days with driver (inclusive of gas, parking fees and overtime fees.) date is subject for TPB's approval.	
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35	Each and every page of the Bid Proposal, including the Schedule of Prices, shall be signed by the duly authorized representative/s of the Bidder.	
36	<p>1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract within the last three (3) years from the date of submission and receipt of bids.</p> <p>2) For the statement of all ongoing government and private contract attached any of the following: signed Notice of Award, Notice to Proceed, Contract/Purchase Order.</p>	
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I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of the authorized representative

Date

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE DOMESTIC INVITATIONAL PROGRAM - PHILIPPINE TOURISM INFLUENCER PROGRAM

LOT 8

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item	Specification	Statement of Compliance (Comply or Not Comply)
1	Lot 8: BARMM June 5-11, 2023 (7D/ 6N) (indicative date)	
2	ABC PhP1,881,000.00	
3	<u>Number of participants:</u> 26 pax per module (inclusive of TPB/ BARMM DOT Regional Office/ Military Escorts) <u>Minimum pax guarantee:</u> 10 pax per module	
4	Transportation: Six (6) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.) <ul style="list-style-type: none">• Transfer-in and out• Pick-up and drop-off of TPB personnel residence and	

	<p>participants based on the number of participants within Greater Metro Manila.</p> <ul style="list-style-type: none"> • Tour proper <p>Additional one (1) van for luggage per module (inclusive of driver and gas)</p> <p><i>Note: Drivers must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the tour</i></p>	
5	Provision of Domestic Air-ticket with 1 direct flight and 1 multiple city with 20 kilos additional baggage allowance per pax per way (rebookable and refundable)	
6	Comprehensive Travel Insurance with COVID-19 coverage for 20 pax with 1 Million medical coverage for covid-19	
7	Room Accommodation at 25 rooms with deluxe category (if applicable/available) or its equivalent for six (6) nights based on single occupancy with breakfast.	
8	<p>Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner) including am and pm snack amounting to Php2,000.00 per pax/ meal</p> <p><i>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks or beverage</i></p>	
9	Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.	
10	Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) (ratio 1 coordinator per 10 participants)	
11	Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB)	
12	Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB)	
13	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.)	
14	Provision of Stand-by paramedics at identified location	

15	Provision of (3) color-coded luggage tags per participants							
16	Provision of token and destination-based giveaways including 1 welcome gift and 4 pillow gifts for each guest coming from the local community and sustainable without showing tour operator's logo and subject to TPB's approval amounting to PhP2, 000 per pax.							
17	Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval							
18	Provision of 1 professional videographer and 1 professional photographer to cover the tour, 3-5 minutes clip and highlights and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 tpb copies after the tour module and one (1) external hard drive(subject for approval of TPB)							
19	All assigned personnel of the service provider should have a negative ANTIGEN Test and or COVID-19 Antigen Test with booster c/o of bidder (tour coordinator, tour guide, photographers, videographer, and driver)							
20	Provision of snacks on board, cold towels and drinking water inside the tumbler							
21	Services of a DOT-accredited local or Regional Tour Guide (Ratio 5 pax = 1 Tour Guide)							
22	Provision of Covid-19 Antigen test as maybe required by the LGU							
23	Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP100,000.00							
24	Project Implementation Schedule (Subject to change) <table border="1"> <thead> <tr> <th>LOT</th><th>DESTINATIONS</th><th>DATES</th></tr> </thead> <tbody> <tr> <td>8</td><td>BARMM (7D/6N)</td><td>June 5-11, 2023</td></tr> </tbody> </table>	LOT	DESTINATIONS	DATES	8	BARMM (7D/6N)	June 5-11, 2023	
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25	ADDITIONAL REQUIREMENTS <ol style="list-style-type: none"> 1. Assistance in preparing/ securing entry documents, as necessary. 2. Willingness to respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to 							

	<p>the approval of TPB at no additional cost.</p> <ol style="list-style-type: none"> 3. Willing to provide services on a "send-bill" arrangement. 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. <i>Tour activities and/or schedules/dates may still be changed</i> based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions. 6. Bidders must submit the list of completed projects for the last three (3) years 7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax</i>. 8. Submit valid Department of Tourism (DOT) Certificate of Accreditation. 										
26	<p>Qualification of Bidders</p> <p>Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws. Must have been in operation for at least three (3) years.</p>										
27	<p>TERMS OF PAYMENT</p> <table> <tr> <td>1st Tranche</td><td>Acceptance of Final Itinerary <i>Confirmed Accommodation/ Tour services (Tour Guides/Transportation)</i></td><td>15% of the total contract price</td></tr> <tr> <td>2nd Tranche</td><td>Completion of booking of domestic air-tickets and confirm booking accommodation during the trip</td><td>40% of the total contract price</td></tr> <tr> <td>3rd Tranche</td><td>Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion</td><td>45% of the total contract price</td></tr> </table>	1 st Tranche	Acceptance of Final Itinerary <i>Confirmed Accommodation/ Tour services (Tour Guides/Transportation)</i>	15% of the total contract price	2 nd Tranche	Completion of booking of domestic air-tickets and confirm booking accommodation during the trip	40% of the total contract price	3 rd Tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	45% of the total contract price	
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	Note: The bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.	
28	Submission of Bid: TPB will open the Bid Proposal Lot after Lot Submit complete and separate Bid Quotation per Lot.	
29	<p>For Submission of Notarized Revised Omnibus Sworn Statement (OSS) is supported of:</p> <ul style="list-style-type: none"> • Notarized Secretary's Certificate (for Corporate Company under Securities and Exchange Commission) or • Notarized Special Power of Attorney (for Sole Proprietor, under Department of Trade and Industry) <p>The Authorized and Designated Representative in the OSS is the same person/name indicated/stated in the Secretary's Certificate or Special Power of Attorney to enter into, transact, deal and bid.</p> <p>Submit the Security and Exchange Commission Certificate with the Articles of Incorporation</p>	
30	<p>1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract within the last three (3) years from the date of submission and receipt of bids.</p> <p>2) For the statement of all ongoing government and private contract attached any of the following: signed Notice of Award, Notice to Proceed, Contract/Purchase Order.</p>	
31	The Tourism Promotions Board Philippines is evaluating the suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)	
32	CONTRACT DURATION The effectivity of the Contract shall commence upon receipt by	

	the bidder of the Notice To Proceed which will not be later than five (5) calendar days upon each issuance until the completion of the deliverable / services.	
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I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of the authorized representative

Date