

December 6, 2022

TPB-RFQ-2022-12-497

REQUEST FOR QUOTATION

PR#11.082

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 Hong Kong, SAR Travel Agents Familiarization Trip in Cebu and Bohol (1st Quarter of 2023)

BUDGET : Approved Budget for the Contract is **EIGHT HUNDRED SEVENTY-SIX THOUSAND PESOS (PHP 876,000.00)** inclusive of all applicable fees and taxes.

I. BACKGROUND

The Tourism Promotions Board, through its International Promotions Department – ASEAN and the Pacific Division, will be hosting a familiarization trip for Nine (9) Hong Kong travel agents bring them to primary destinations in the Philippines including Cebu and Bohol.

II. OBJECTIVES

This familiarization tour promotes and create new tour products for the Philippines to be offered in the market and supports the creation of additional direct flights from Hong Kong SAR to the Philippines especially to Cebu and to be able to reach additional three (3) flights per week with 2,600 seats per month for the period of three (3) months starting 2nd quarter of 2023.

III. Technical Specifications / Scope of Services

- The project requires the services of a tour operator who will help and assist in the implementation of the hosted tour, based on the rough itinerary prepared by TPB.
- The trip will be participated by a total of eleven (11) participants consisting of nine (9) travel agents, one (1) Cebu Pacific representative and one (1) TPB representative.
- Interested tour operators must submit a recommended detailed itinerary with activities listed and timings. Please refer to the attached rough itinerary. The tour operator may suggest timings/activities/hotels **but are still subject to the approval of TPB.**
- Activities must be interactive and avoid rolling tours as much as possible.
- Secured sponsorship or discounted rates should be deducted to total expenses.

Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations.

DELIVERABLES	SPECIFICATIONS
No. of participants: 11 pax With Minimum Guarantee of 11 pax	Eleven (11) participants consisting of nine (9) travel agents, one (1) Cebu Pacific representative and one (1) TPB representative
A. Transportation	
1. Land transportation Duration: 1 st Quarter 2023	a. One (1) unit Coaster Bus or two (2) units van in Cebu and Bohol b. Air-conditioned c. 25-seater (coaster) or 10-seater (2 vans) plus luggage and comfortable chair for a long travel d. 2018 model or newer (coaster and 2 vans) e. Inclusive of fuel, parking, overtime, toll fees, meals, and accommodation of the driver if deemed necessary f. Provide pick-up and drop-off of passengers <ul style="list-style-type: none"> Airport to hotel Hotel to airport Transport to, from, and around Cebu and Bohol (please refer to the attached itinerary) g. Must be DOT-accredited
2. Taxes for the international airline tickets of the participants for 10 pax and taxes for the domestic tickets for 11 pax (airline taxes, fuel surcharges, and other taxes, whenever applicable)	a. HKG – CEB for 10 pax b. CEB – HKG for 10 pax c. MNL-CEB-MNL for 1 pax (<i>TPB representative</i>) Estimated cost: PHP 88,500.00 Note: Cebu Pacific to take care of the international and domestic air tickets.
*All assigned personnel shall undergo RT-PCR Test 48 hours or Antigen Test 24 hours before the event and shall follow the health protocols provided by IATF and respective LGUs rules and regulations. The winning bidder shall bear the RT PCR/Antigen Test expense of all assigned personnel from supplier.	
B. Accommodation	
1. Cebu Duration: 3 nights Preferred hotel: Shangri-La, Dusit Thani, Blue Water Maribago, Crimson, JPark or Radisson Blu	a. Hotels/resorts used for the tours should be DOT-accredited and at least four-to-five-star category with upscale facilities b. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary)
2. Bohol Duration: 1 night	

Preferred hotel: BBC, South Palms, Mithi, Bellevue, or Be Grand	<p>c. Provision of 11 rooms based on single occupancy in a deluxe room category with breakfast</p> <p>d. Provision for early check-in and/or late checkout based on the itinerary. Preferably with welcome amenities in the room upon check-in.</p> <p>e. Can provide a one-hour spa/massage service for a maximum of 11 guests</p>
C. Meals	
Buffet / Family Style lunch and dinner and AM and PM snacks onboard	5D/4N
*Meals should come with one (1) round of drinks (choice of bottled water, juice, or soft drinks) and one can or bottle of beer	
*Must be able to accommodate guests with dietary restrictions (i.e. halal and pork free, vegetarian, diabetic, food allergies, etc.)	
D. Tour Activities	
<p>i. Cebu Tour <i>(Please refer to the attached itinerary (Annex “c”))</i></p> <p>ii. Bohol Tour <i>(Please refer to the attached itinerary (Annex “c”))</i></p>	<p>Manila City Tour with DOT-accredited Chinese and English-speaking tour guide for 1 day</p> <p>Bohol and Cebu Tour with DOT-accredited Chinese and English-speaking tour guide for 3 days</p> <p>a. With at least three (3) years of experience</p> <p>b. Must be fluent and conversant in Chinese and English</p> <p>c. Must have handled at least one foreign tour group or foreign diplomatic/dignitaries group</p> <p>d. Tour guide and tourist transport companies should be DOT-accredited.</p> <p>Provision of one (1) Tour Coordinator</p> <p>a. With at least three (3) years of experience. To coordinate with the TPB Project Officer on all other matters required for the smooth implementation of the tour</p>
E. Miscellaneous Expenses	(Communication, snacks on the road, coordination meetings, supplies, administrative expenses.)
F. Other requirements	
- Provision of travel kits for all the participants and officials	<p>a. Cold towels and bottled water on board the vehicle</p> <p>b. Provision of hygiene kit to include at least a small bottle of alcohol, K95 masks throughout</p>

	<p>the entire trip, wet wipes, tissue, sunscreen, and mosquito repellent lotion.</p> <p>c. First aid kit during tours and on vehicles with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, etc.)</p> <p>d. Provision of raincoats and golf umbrellas in case of rain</p>
- Provision of materials needed as reference	<p>a. Provision of an itinerary booklet (with details such as activities and what to wear) and directory of the foreign embassy and TPB officials and all participants. (Content and design subject to the approval of TPB)</p> <p>b. Provision of signages/banners (Design subject to the approval of TPB)</p>
- Inclusion of all entrance, environmental, porter fee, and other applicable fees	
- Provision for onsite related expenses as the need arises worth PHP50,000.00 (i.e. RT-PCR/antigen test should it be required)	
- Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00 per pax	

IV. Additional Requirements

1. 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.
2. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.
3. Tour activities and/or schedules/dates may still be changed based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions.

V. Qualification of Bidders

- Must be Filipino-owned, operated and legally registered Tour Operator / Travel Agency under Philippine laws. Must have been in operation for at least three (3) years at the date and time of the opening of bids.
- Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

VI. CONTRACT DURATION

The requirement is a one-time engagement and shall commence from acceptance of the Notice to Proceed (NTP).

VII. TERMS OF PAYMENT

- Must be willing to provide services on a “send-bill” arrangement **based on the actual number of participants and costs incurred**. Bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

Please send the billing statement to:

MS. MICAELA B. OCHOA

Acting Head, ASEAN and the Pacific Division

International Promotions Department

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104

VIII. Project Officer / Contact Person

Ms. Micaela B. Ochoa

Acting Head

International Promotions Department – ASEAN and the Pacific Division

Email: micaela_ochoa@tpb.gov.ph

Contact No.: (02) 525 9318 to 25 loc. 293

Ms. Trixia D. Medina

Project Officer

International Promotions Department – ASEAN and the Pacific Division

Email: trixia_medina@tpb.gov.ph

Contact No.: (02) 525 9318 to 25 loc. 290

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **14 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

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. Income Tax Return (ITR)/ Tax Clearance Certificate
- e. Company profile (for New Supplier)
- f. Omnibus Sworn Statement (**Annex “B”**)
- g. Department of Tourism (DOT) Certificate of Accreditation.
- h. Statement of Compliance to the Technical Specification (**Annex “A”**)

TECHNICAL SPECIFICATION			
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.	Services of Tour Operator for Hong Kong, SAR Travel Agents Familiarization Trip in Cebu and Bohol	Lot 1	
	No. of participants: 11 pax With Minimum Guarantee of 11 pax		
	Eleven (11) participants consisting of nine (9) travel agents, one (1) Cebu Pacific representative and one (1) TPB representative		
	TRANSPORTATION		
	1. Land transportation Duration: 1st Quarter 2023 a. One (1) unit Coaster Bus or two (2) units van in Cebu and Bohol b. Air-conditioned c. 25-seater (coaster) or 10-seater (2 vans) plus luggage and comfortable chair for a long travel d. 2018 model or newer (coaster and 2 vans) e. Inclusive of fuel, parking, overtime, toll fees, meals, and accommodation of the driver if deemed necessary f. Provide pick-up and drop-off of passengers <ul style="list-style-type: none"> • Airport to hotel • Hotel to airport • Transport to, from, and around Cebu and Bohol (please refer to the attached itinerary) g. Must be DOT-accredited		
	2. Taxes for the international airline tickets of the participants for 10 pax and taxes for the domestic tickets for 11 pax (airline taxes, fuel surcharges, and other taxes, whenever applicable) <ul style="list-style-type: none"> a. HKG – CEB for 10 pax b. CEB – HKG for 10 pax c. MNL-CEB-MNL for 1 pax (TPB representative) 		

	<p>Estimated cost: PHP 88,500.00</p> <p>Note: Cebu Pacific to take care of the international and domestic air tickets.</p> <p>*All assigned personnel shall undergo RT-PCR Test 48 hours or Antigen Test 24 hours before the event and shall follow the health protocols provided by IATF and respective LGUs rules and regulations. The winning bidder shall bear the RT PCR/Antigen Test expense of all assigned personnel from supplier.</p>		
	ACCOMMODATION		
	<p>1. Cebu Duration: 3 nights Preferred hotel: Shangri-La, Dusit Thani, Blue Water Maribago, Crimson, JPark or Radisson Blu</p> <p>2. Bohol Duration: 1 night Preferred hotel: BBC, South Palms, Mithi, Bellevue, or Be Grand</p> <p>a. Hotels/resorts used for the tours should be DOT-accredited and at least four-to-five-star category with upscale facilities</p> <p>b. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary)</p> <p>c. Provision of 11 rooms based on single occupancy in a deluxe room category with breakfast</p> <p>d. Provision for early check-in and/or late checkout based on the itinerary. Preferably with welcome amenities in the room upon check-in.</p> <p>e. Can provide a one-hour spa/massage service for a maximum of 11 guests</p>		
	MEALS		
	<p>Buffet / Family Style lunch and dinner and AM and PM snacks onboard</p> <p>- 5D/4N</p> <p>*Meals should come with one (1) round of drinks (choice of bottled water, juice, or soft drinks) and one can or bottle of beer</p>		

	*Must be able to accommodate guests with dietary restrictions (i.e. halal and pork free, vegetarian, diabetic, food allergies, etc.)		
	TOUR ACTIVITIES i. Cebu Tour (Please refer to the attached itinerary Annex “C”) ii. Bohol Tour (Please refer to the attached itinerary Annex “C”)		
	<p>Manila City Tour with DOT-accredited Chinese and English-speaking tour guide for 1 day</p> <p>Bohol and Cebu Tour with DOT-accredited Chinese and English-speaking tour guide for 3 days</p> <p>a. With at least three (3) years of experience b. Must be fluent and conversant in Chinese and English c. Must have handled at least one foreign tour group or foreign diplomatic/dignitaries group d. Tour guide and tourist transport companies should be DOT-accredited.</p> <p>Provision of one (1) Tour Coordinator</p> <p>a. With at least three (3) years of experience. To coordinate with the TPB Project Officer on all other matters required for the smooth implementation of the tour</p>		
	MISCELLANEOUS EXPENSES (Communication, snacks on the road, coordination meetings, supplies, administrative expenses.)		
	OTHER REQUIREMENTS - Provision of travel kits for all the participants and officials <p>a. Cold towels and bottled water on board the vehicle</p> <p>b. Provision of hygiene kit to include at least a small bottle of alcohol, K95 masks throughout the entire trip, wet wipes, tissue, sunscreen, and mosquito repellant lotion.</p> <p>c. First aid kit during tours and on vehicles with basic medicines (antacid</p>		

	<p>for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, etc.)</p> <p>d. Provision of raincoats and golf umbrellas in case of rain</p>		
	<p>- Provision of materials needed as reference</p> <p>a. Provision of an itinerary booklet (with details such as activities and what to wear) and directory of the foreign embassy and TPB officials and all participants. (Content and design subject to the approval of TPB)</p> <p>b. Provision of signages/banners (Design subject to the approval of TPB)</p>		
	Inclusion of all entrance, environmental, porter fee, and other applicable fees		
	Provision for onsite related expenses as the need arises worth PhP 50,000.00 (i.e. RT-PCR/antigen test should it be required)		
	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00 per pax		
	SCHEDULE OF REQUIREMENTS		
	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Please see the attached itinerary.</p> <p>Note: Dates are Subject to change.</p>		
	<p>ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. 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. 2. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols. 3. Tour activities and/or schedules/dates may still be changed based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions. 		
	<p>QUALIFICATION OF BIDDERS</p> <ul style="list-style-type: none"> - Must be Filipino-owned, operated and legally registered Tour Operator / Travel Agency under Philippine laws. Must have been in operation for at least three (3) years at the date and time of the opening of bids. - Must have a valid Department of Tourism (DOT) Certificate of Accreditation. 		
	TERMS OF PAYMENT		
	<ul style="list-style-type: none"> - Must be willing to provide services on a “send-bill” arrangement based on the actual number of 		

	<p>participants and costs incurred. Bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p><i>Please send the billing statement to:</i> MS. MICAELA B. OCHOA Acting Head, ASEAN and the Pacific Division International Promotions Department Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104</p>	
	<p>CONTRACT DURATION The requirement is a one-time engagement and shall commence from acceptance of the Notice to Proceed (NTP).</p>	

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]

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: Hong Kong, SAR Media Familiarization Trip in Cebu and Bohol

Date: 2nd Quarter 2023

Venue: Cebu and Bohol

Date / Time	Activity	Remarks
DAY 1		
Hong Kong SAR/Cebu		
	Depart Hong Kong for Cebu	
	Arrive in Cebu	
	Lunch	
	Check in Hotel	
	Cebu City Tour	
	Dinner	
	Overnight	
DAY 2		
Hong Kong SAR/Cebu		
	Breakfast at the Hotel	
	Island Hopping	
	Lunch at the Island	
	Dinner	
	Overnight	
DAY 3		
Hong Kong SAR/Bohol		
	Breakfast at the Hotel	
	Check-out	
	Depart for Cebu Via Fast Cat Ferry	
	Arrive in Bohol	
	Lunch at Loboc River Cruise	
	Manmade Forest	
	Chocolate Hills	
	Depart to Chocolate Hills	
	Dinner	
	Check in	
	Overnight	
DAY 4		
Hong Kong SAR/Bohol		
	Early Breakfast at the Hotel	
	Island Hopping <ul style="list-style-type: none"> • Dolphin Watching • Virgin Island 	

	<ul style="list-style-type: none"> • Snorkeling/Swimming with the Turtles at Balicasag Island 	
	Lunch at Balicasag Island	
	Back to resort	
	Check-out	
	Depart to Bohol Via Fast Cat Ferry	
	Arrive in Cebu	
	Dinner	
	Check in	
	Overnight	
DAY 5 Hong Kong SAR/Cebu		
	Breakfast at the Hotel	
	Check-out	
	Depart to Cebu for Hong Kong, SAR	
	Arrived Hong Kong, SAR	

As of: 11 November 2022