

December 9, 2022

TPB-RFQ-2022-12-505

REQUEST FOR QUOTATION

PR#11.083

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 Media Familiarization Trip in Cebu and Bohol (2nd Quarter of 2023)

BUDGET : Approved Budget for the Contract is **NINE HUNDRED NINETY SEVEN THOUSAND PESOS (PHP 997,000.00)** 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 ten (10) influencers from Hong Kong and bring them to primary destinations in the Philippines including Cebu and Bohol.

II. OBJECTIVES

This familiarization tour aims to introduce new destinations for Chinese consumers and to create a positive image of the Philippines as a safe destination for Chinese tourists. The trip also aims to support new flights from Hong Kong, SAR to Cebu by means of positive content being expected from the invited influencers.

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 ten (10) influencers 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 these 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 10 pax	Eleven (11) participants consisting of nine (10) travel agents, one (1) Cebu Pacific representative and one (1) TPB representative
A. International Air Tickets and Tax/Surcharge	
1. Ten (10) KOLs / Influencers from Hong Kong Duration: 2nd Quarter 2023	<p>Hong Kong – Cebu – Hong Kong</p> <p>a. Hong Kong – Cebu =</p> <p>b. Cebu – Hong Kong =</p> <p>Estimated cost of taxes: PHP 88,500.00</p> <p>Note: Airline to take care of the international air tickets.</p>
B. Domestic Air Ticket and 10 kilos extra luggage	<p>Manila – Cebu and Cebu – Manila (1 passenger)</p> <p>a. Manila – Cebu =</p> <p>Cebu – Manila =</p>
C. Tour Package: Transportation	
2. Land transportation Duration: 2 nd Quarter 2023	<p>a. One (1) unit Coaster Bus in Cebu and Bohol</p> <p>b. Air-conditioned</p> <p>c. 17-seater (coaster) plus luggage and comfortable chair for a long travel</p> <p>d. 2018 model or newer</p> <p>e. Inclusive of fuel, parking, overtime, toll fees, meals, and accommodation of the driver if deemed necessary</p> <p>f. Provide pick-up and drop-off of passengers</p> <ul style="list-style-type: none"> • Airport to hotel/resort • Hotel/resort to airport • Transport to, from, and around Cebu and Bohol (please refer to the attached itinerary) <p>g. Additional van for the luggage and shuttle service that will provide point-to-point transportation for the TPB team in Cebu and Bohol (please refer to the itinerary).</p> <p>h. Must be DOT-accredited</p>

*All assigned personnel shall undergo RT-PCR/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.

D. Accommodation

<p>1. Cebu Duration: 2nd Quarter 2023 Preferred hotel: Shangri-La, Dusit Thani, Blue Water Maribago, Crimson, Jpark, Sheraton or Radisson Blu</p>	<p>a. Hotels/resorts used for the tours should be DOT-accredited and at least four-star category with upscale facilities</p> <p>b. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary)</p>
<p>2. Bohol Duration: 2nd Quarter 2023 Preferred hotel/resort: South Palms Resort Panglao, BBC, Modala Beach Resort, Be grand and Mithi Resort and Spa</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>

E. Tour Activities

<p>1. Cebu Tour and Bohol Tour</p>	<p>Cebu Tour with a DOT-accredited Mandarin-Speaking Tour Guide for 3 days</p> <p>Bohol Tour with a DOT-accredited Mandarin-Speaking Tour Guide for 2 days</p> <p>Requirements:</p> <p>a. At least three (3) years of experience</p> <p>b. Must be fluent and conversant in English and Mandarin</p> <p>c. Must have handled at least one foreign tour group or foreign diplomatic/dignitaries group</p> <p>d. Should have a strong sense of Philippine history, culture, art, tradition, and current events.</p>
------------------------------------	---

F. Meals during the tour

<p>Buffet / Family Style lunch and dinner and AM and PM snacks onboard for 11 pax (Cebu and Bohol)</p>	<p>5D/4N</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

*Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, diabetic, food allergies, etc.)

G. Miscellaneous and Incidental Expenses

- Communication, coordination meetings, supplies, RT-PCR test/Antigen test, and other on-site and administrative expenses	PHP 80,000.00
- Incidental expenses, snack onboard, contingency fund in case of calamities and emergencies	PHP 90,000.00
D. Other requirements	
- Provision of travel kits for all the participants and officials	a. Cold towels and bottled water on board the vehicle 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 repellent lotion. 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.) d. Provision of raincoats and golf umbrellas in case of rain
- Provision of materials needed as reference	a. Provision of an itinerary booklet (with details such as activities and what to wear) and directory of the foreign embassy and TPB officials to all participants. (Content and design subject to the approval of TPB) b. Provision of signages/banners (Design subject to the approval of TPB)
- Inclusion of all entrance, environmental, porter fee, and other applicable fees	
- 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 **16 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

09 December 2022

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 Media 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 (10) travel agents, one (1) Cebu Pacific representative and one (1) TPB representative		
	A. International Air Tickets and Tax/Surcharge		
	1.Ten (10) KOLs / Influencers from Hong Kong Duration: 2nd Quarter 2023 Hong Kong – Cebu – Hong Kong a. Hong Kong – Cebu = b. Cebu – Hong Kong = Estimated cost of taxes: PHP 88,500.00 Note: Airline to take care of the international air tickets.		
	B. Domestic Air Ticket and 10 kilos extra luggage Manila – Cebu and Cebu – Manila (1 passenger) a. Manila – Cebu = b. Cebu – Manila =		
	C. Tour Package: Transportation		
	1. Land transportation Duration: 2nd Quarter 2023 a. One (1) unit Coaster Bus in Cebu and Bohol b. Air-conditioned c. 17-seater (coaster) plus luggage and comfortable chair for a long travel d. 2018 model or newer		

	<p>e. Inclusive of fuel, parking, overtime, toll fees, meals, and accommodation of the driver if deemed necessary</p> <p>f. Provide pick-up and drop-off of passengers</p> <ul style="list-style-type: none"> • Airport to hotel/resort • Hotel/resort to airport • Transport to, from, and around Cebu and Bohol (please refer to the attached itinerary) <p>g. Additional van for the luggage and shuttle service that will provide point-to-point transportation for the TPB team in Cebu and Bohol (please refer to the itinerary).</p> <p>h. Must be DOT-accredited</p> <p>*All assigned personnel shall undergo RT-PCR/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>		
	<p>D. Accommodation</p> <p>1. Cebu Duration: 2nd Quarter 2023 Preferred hotel: Shangri-La, Dusit Thani, Blue Water Maribago, Crimson, Jpark, Sheraton or Radisson Blu</p> <p>2. Bohol Duration: 2nd Quarter 2023 Preferred hotel/resort: South Palms Resort Panglao, BBC, Modala Beach Resort, Be grand and Mithi Resort and Spa</p> <p>a. Hotels/resorts used for the tours should be DOT-accredited and at least four-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>		
	<p>TOUR ACTIVITIES</p> <p>1. Cebu Tour Bohol Tour (Please refer to the attached itinerary Annex "C")</p> <p>Cebu Tour with a DOT-accredited Mandarin-Speaking Tour Guide for 3 days</p> <p>Bohol Tour with a DOT-accredited Mandarin-Speaking Tour Guide for 2 days</p> <p>Requirements:</p> <p>a. At least three (3) years of experience</p> <p>b. Must be fluent and conversant in English and Mandarin</p> <p>c. Must have handled at least one foreign tour group or foreign diplomatic/dignitaries group</p> <p>d. Should have a strong sense of Philippine history, culture, art, tradition, and current events.</p>		
	<p>F. Meals during the tour</p> <p>Buffet / Family Style lunch and dinner and AM and PM snacks onboard for 11 pax (Cebu and Bohol)</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> <p>*Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, diabetic, food allergies, etc.)</p> <p>G. Miscellaneous and Incidental Expenses</p> <p>Communication, coordination meetings, supplies, RT-PCR test/Antigen test, and other on-site and administrative expenses</p> <p>PHP 80,000.00</p>		

	Incidental expenses, snack onboard, contingency fund in case of calamities and emergencies PHP 90,000.00		
	D. Other requirements		
	- Provision of travel kits for all the participants and officials a. Cold towels and bottled water on board the vehicle 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 repellent lotion. 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.) d. Provision of raincoats and golf umbrellas in case of rain		
	- Provision of materials needed as reference a. Provision of an itinerary booklet (with details such as activities and what to wear) and directory of the foreign embassy and TPB officials to all participants. (Content and design subject to the approval of TPB) b. Provision of signages/banners (Design subject to the approval of TPB)		
	Inclusion of all entrance, environmental, porter fee, and other applicable fees		
	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00 per pax		
	ADDITIONAL REQUIREMENTS <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. 		

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

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 • 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