

December 15, 2022

TPB-RFQ-2022-12-511

REQUEST FOR QUOTATION

PR#11.081

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 the Conduct of Malaysia Media Familiarization Trip to Cebu and Bohol (1st Quarter)

BUDGET : Approved Budget for the Contract is **EIGHT HUNDRED TWENTY-TWO THOUSAND NINE HUNDRED THREE PESOS (PHP 822,903.00)** inclusive of all applicable fees and taxes.

I. BACKGROUND

Establishing presence online, especially through social networking sites is a cost-effective and efficient marketing strategy. According to the Hootsuite Malaysia Digital Report 2022, a total of 30.25 Million or 91.7% out of Malaysia's population (32.98 Million) are Active Social Media Users. Dominating this demographic are 18-44 year olds spending an average of nine (9) hours and ten (10) minutes daily surfing the internet.

The Malaysian Media Familiarization Trip to Cebu and Bohol is one of the marketing strategies of the TPB Malaysia Marketing Representative, QE Tourism Destination Marketing Sdn Bhd, to raise awareness of the various Philippine destinations to the Malaysian Market.

QE Tourism Destination will invite nine (9) Malaysian Media personalities on a familiarization trip that will feature Cebu and Bohol as destinations with adventure, nature and beach attractions that suit the Malaysian Market. This familiarization trip will also highlight the destinations' convenience with direct flights available from Kuala Lumpur.

In this regard, the TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements:

MODULE	NO. OF PAX
CEBU AND BOHOL Indicative dates: 1 st Quarter of 2023	11 pax (9 delegates + 1 TPB Malaysia Market Rep + 1 TPB Officer)

II. GENERAL REQUIREMENTS

1. Cover all expenses related to the conduct of the tours, as stipulated in this Technical Specifications.
2. Professional fees, meals, accommodations, Covid19 RT-PCR tests/border antigen tests, PPEs and other miscellaneous fees of drivers, tour guides, coordinator and assigned personnel. Assigned personnel must be fully vaccinated (vaccination cards / DOH vaccination certificates will be required). Copies of Vaccination cards together with a negative RT-PCR test result should be submitted to the TPB at least 24 hours prior to the trip.
3. Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
4. Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications.
5. Tour activities and/or schedules/dates are subject to change according to the recommendations of the Tourism Promotions Board.
6. Provide an alternative itinerary, without additional cost to TPB, in case of rain, typhoon, and other unforeseen or fortuitous events

III. SCOPE OF WORKS/DELIVERABLES

NUMBER OF PARTICIPANTS:

11 pax (inclusive of nine (9) guests, one (1) TPB personnel and one (1) TPB Malaysia Market Representative staff - breakdown subject to change

MINIMUM PAX GUARANTEE:

10 pax per module

For excess in the number of participants, the winning tour operator shall charge the TPB-based on the rate of the tour package computed per pax.

SCOPE OF DELIVERABLES

1. TRANSPORTATION

Provision of transportation with driver for the whole duration of the trip inclusive the following requirements:

- Pick-up point: Assigned airport
- Drop-off point and luggage transfer: Assigned airport
- Type of transportation:
 - 1 unit of Coaster for the whole duration of the trip

*Vehicle seating capacity to allow physical distancing

- Vehicle maintained in accordance with Philippine laws on technical safety requirements of vehicles
- Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; Ensure clean and tidy vehicles at all times.
- Vehicle year model must be at least 2018 or newer; should the van develop any mechanical fault in transit, the tour operator must find a replacement within one hour.
- Must have rebooking or transferable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or other concerned agencies.
- Must be equipped
 - Climate control or air-conditioning, PA system and CCTVs (for buses and coasters)
 - On-board insurance and third-party liability insurance
 - With universal van sliding windows and safety belts for all seats
 - GPS or Waze and charge units for phones
 - With available first-aid kit on-board
 - With provision of wet tissue, alcohol, mineral water, mints
- Maximum use 15 hours per day inclusive of overtime and driver's fee
- Necessary expenses to cover all expenses to include driver's fee as well as his food, RT-PCR/border antigen tests, PPEs and other miscellaneous cost, all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees.
- Driver should have strong navigation skills, uniformed, presentable and experienced in interacting with guests

2. COMPREHENSIVE TRAVEL INSURANCE WITH COVID-19 COVERAGE

Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 11 pax

3. ACCOMMODATION

Provision of 11 rooms based on single occupancy in a business room category or its equivalent room category with breakfast

Check-in dates: TBA (1st Quarter of 2023)

Room nights: 5 nights

Preferred hotels:

- Radisson Blu Cebu
- Club Serena Resort
- Sumilon Island Resort

4. MEALS AND BEVERAGE

Provision of Meals and beverage for for 11 pax

- Lunch, snacks and dinner throughout the duration of the trip with one round of drinks (choice of bottled water, juice or softdrinks) with breakdown as follows:
 - a. Snacks on-site and on-board @ Php 300/pax
 - b. Lunch @ Php 1000/pax

c. Dinner @ Php 1200/pax

Note:

Meals are subject to approval of TPB Representative.

5. ITINERARY

Provision of Interactive / Experiential Tours and activities for 11 pax (refer to the attached itinerary)

The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols set by the IATF and the local government unit (overseeing the destination).

6. TOUR KITS

Provision of Incentivized tour kits for 8 pax to include the following:

- Hygienic Kits in reusable drawstring pouches or sustainable packaging with Philippine branding.
 - Two (2) pieces individually-wrapped disposable KN-95 masks per day for 6 days and lanyard
 - One (1) pack of facial tissue (handy pack, 2 ply, minimum 40 pulls each)
 - One (1) pack wet wipes (handy pack, 25 sheets, biodegradable bamboo fiber material)
 - 50ml. of 70% isopropyl alcohol (in a spray bottle) or natural hand sanitizer
 - Disinfectant wipes
 - Mints
 - Mosquito repellent,
 - Disposable hooded emergency raincoat
- Personal Health Kit
Provision of Personal Health Kit / First Aid Kit with basic medicines for 11 pax to include at least 6 pieces of the following medicines
 - antacid for upset stomach
 - paracetamol for headache and fever
 - antihistamine for allergies
 - Loperamide for diarrhea
 - meclizine hydrochloride motion sickness
 - ibuprofen for pain reliever
- Others
 - One (1) 500ml reusable water tumbler per tour participant. The winning bidder is enjoined to remind participants to refill the water tumblers in refilling stations (e.g., hotels / resorts) during tours.
 - One (1) piece sun visor / hat
 - Cold towels
 - Customized luggage tags

Note: Destination luggage tag design is subject for approval of TPB

- Two (2) packs (100 mg) hand-carry Philippine food biscuits / delicacy
- Ten (10) pieces of fruit-flavored candies
- The provision of peanuts is not allowed

7. CURATED DESTINATION-BASED GIVEAWAYS

Provision of curated destination-based and sustainable giveaways for 11 pax @ Php 1,000.00 each

Note:

- ✓ Placing of tour operator/supplier logo is not allowed
- ✓ Proposed giveaways and designs are subject for TPB's approval

8. TOUR SIGNAGES AND BANNER

- The winning bidder shall provide bus banners, number signages (inside the vehicles), identifiers for the delegates, lollipop signages for tour guides, table nameplates / place cards for the coordinators and tour committee members upon claiming the identifier
- Provision of tour banner for group picture) and appropriate signage, design/specs subject to TPB's approval

9. SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDES

Provision of a licensed DOT Accredited English Speaking Tour Guide with the following additional qualifications:

- Must be expert or familiar of the destinations
- Must be fluent and conversant in English
- Must have an in-depth knowledge of Philippine history, culture, tradition, art and current events
- All tour guides running the same tour itinerary should have a common, pre-prepared tour guiding spiel to ensure that all information provided to the delegates are accurate and relevant. The spiels should be screened and approved by the TPB.

10. PROVISION OF RT-PCR OR ANTIGEN TEST as may be required by the LGU for the 11 participants

11. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES Provision of budget to cover expenses for sampling of local delicacies and other related on-site expenses for 8 pax

12. TOUR DOCUMENTATION AND TERMINAL REPORT

- The winning bidder shall document the actual conduct of the hosted tour through photos and videos. This shall form part of supporting documents to be submitted to TPB for processing of payment.

- A terminal report shall also be prepared by the winning bidder which shall include among others, feedback from participants, photos and videos. The terminal report shall be submitted together with the Billing Statement and all the other supporting documents.

IV. QUALIFICATIONS OF BIDDERS

1. Must have a PHILGEPS Platinum registration;
2. Must have a minimum of 3 years' experience in providing logistical requirements and tour operator services for small, medium, or large scale tours, events, and the activities at the date and time of the opening of bids;
3. Must have experience in organizing tours for high level government delegates and VIPs from national or international organizations;

V. ADDITIONAL TECHNICAL REQUIREMENTS

The following additional technical requirements must be submitted together with the proposal.

1. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation.
2. Must be legally registered tour Operator Company or travel agency under Philippine laws for 5 years. Required to submit proof of registration either from SEC, DTI or CDA;
3. Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2018 – 2020;
4. Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;
5. Must be a local tour operator company or travel agency of the preferably of NCR or Region IV-A. The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable and familiar with the area and the ways of the community. Required to submit proof that allows the local tour operator or travel agency to conduct business within the local government's geographical jurisdiction, i.e. Mayor's Permit (Business Permit);
6. Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the tour Operator Company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.
7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated sponsorships (hosted/discounted) will be deducted from the bid amount or billing. Thus, the tour operator will bill TPB based on the individual cost and actual number of participants, subject to minimum guarantee.

VII. TERMS OF PAYMENT

100% upon completion of the deliverables.

Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.

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

The supplier is encourage 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.

VIII. CONTACT PERSONS

Name : MS. GIANNA ALLYSA M. AÑONUEVO
Contact Nos. : 02 8 525 9318 loc. 292
Email : gianna_anonuevo@tpb.gov.ph

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **20 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
14 December 2022
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"**)

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 the Conduct of Malaysia Media Familiarization Trip to Cebu and Bohol (1st Quarter)	Lot 1	
	<p>I. NUMBER OF PARTICIPANTS: 11 pax (inclusive of nine (9) guests, one (1) TPB personnel and one (1) TPB Malaysia Market Representative staff - breakdown subject to change</p> <p>II. MINIMUM PAX GUARANTEE: 10 pax per module</p> <p>For excess in the number of participants, the winning tour operator shall charge the TPB-based on the rate of the tour package computed per pax.</p>		
	<p>TRANSPORTATION</p> <p>1. TRANSPORTATION Provision of transportation with driver for the whole duration of the trip inclusive the following requirements:</p> <ul style="list-style-type: none"> • Pick-up point: Assigned airport • Drop-off point and luggage transfer: Assigned airport • Type of transportation: <p>- 1 unit of Coaster for the whole duration of the trip</p> <p>*Vehicle seating capacity to allow physical distancing</p> <ul style="list-style-type: none"> • Vehicle maintained in accordance with Philippine laws on technical safety requirements of vehicles • Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily 		

	<p>disinfection of vehicle; Ensure clean and tidy vehicles at all times.</p> <ul style="list-style-type: none"> • Vehicle year model must be at least 2018 or newer; should the van develop any mechanical fault in transit, the tour operator must find a replacement within one hour. • Must have rebooking or transferable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or other concerned agencies. • Must be equipped <ul style="list-style-type: none"> - Climate control or air-conditioning, PA system and CCTVs (for buses and coasters) - On-board insurance and third-party liability insurance - With universal van sliding windows and safety belts for all seats - GPS or Waze and charge units for phones - With available first-aid kit on-board - With provision of wet tissue, alcohol, mineral water, mints • Maximum use 15 hours per day inclusive of overtime and driver's fee • Necessary expenses to cover all expenses to include driver's fee as well as his food, RT-PCR/border antigen tests, PPEs and other miscellaneous cost, all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. • Driver should have strong navigation skills, uniformed, presentable and experienced in interacting with guests <p>2. COMPREHENSIVE TRAVEL INSURANCE WITH COVID-19 COVERAGE Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 11 pax</p>		
	ACCOMMODATION		

	<p>Provision of 11 rooms based on single occupancy in a business room category or its equivalent room category with breakfast</p> <p>Check-in dates: TBA (1st Quarter of 2023)</p> <p>Room nights: 5 nights</p> <p>Preferred hotels:</p> <ul style="list-style-type: none"> - Radisson Blu Cebu - Club Serena Resort - Sumilon Island Resort 		
	<p>MEALS AND BEVERAGE</p> <p>Provision of Meals and beverage for for 11 pax</p> <ul style="list-style-type: none"> • Lunch, snacks and dinner throughout the duration of the trip with one round of drinks (choice of bottled water, juice or softdrinks) with breakdown as follows: <ul style="list-style-type: none"> a. Snacks on-site and on-board @ Php 300/pax b. Lunch @ Php 1000/pax c. Dinner @ Php 1200/pax <p><i>Note:</i> Meals are subject to approval of TPB Representative.</p>		
	<p>ITINERARY</p> <p>Provision of Interactive / Experiential Tours and activities for 11 pax (refer to the attached itinerary)</p> <p>The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols set by the IATF and the local government unit (overseeing the destination).</p>		
	<p>TOUR KITS</p> <p>Provision of Incentivized tour kits for 8 pax to include the following:</p> <ul style="list-style-type: none"> • Hygienic Kits in reusable drawstring pouches or sustainable packaging with Philippine branding. - Two (2) pieces individually-wrapped disposable KN-95 masks per day for 6 days and lanyard - One (1) pack of facial tissue (handy pack, 2 ply, minimum 40 pulls each) 		

	<ul style="list-style-type: none"> - One (1) pack wet wipes (handy pack, 25 sheets, biodegradable bamboo fiber material) - 50ml. of 70% isopropyl alcohol (in a spray bottle) or natural hand sanitizer - Disinfectant wipes - Mints - Mosquito repellent, - Disposable hooded emergency raincoat <ul style="list-style-type: none"> • Personal Health Kit <p>Provision of Personal Health Kit / First Aid Kit with basic medicines for 11 pax to include at least 6 pieces of the following medicines</p> <ul style="list-style-type: none"> - antacid for upset stomach - paracetamol for headache and fever - antihistamine for allergies - Loperamide for diarrhea - meclizine hydrochloride motion sickness - ibuprofen for pain reliever <ul style="list-style-type: none"> • Others <ul style="list-style-type: none"> - One (1) 500ml reusable water tumbler per tour participant. The winning bidder is enjoined to remind participants to refill the water tumblers in refilling stations (e.g., hotels / resorts) during tours. - One (1) piece sun visor / hat - Cold towels - Customized luggage tags <p>Note: Destination luggage tag design is subject for approval of TPB</p> <ul style="list-style-type: none"> - Two (2) packs (100 mg) hand-carry Philippine food biscuits / delicacy - Ten (10) pieces of fruit-flavored candies - The provision of peanuts is not allowed 		
	<p>CURATED DESTINATION-BASED GIVEAWAYS</p> <p>Provision of curated destination-based and sustainable giveaways for 11 pax @ Php 1,000.00 each</p> <p>Note:</p> <ul style="list-style-type: none"> ✓ Placing of tour operator/supplier logo is not allowed ✓ Proposed giveaways and designs are subject for TPB's approval 		
	<p>TOUR SIGNAGES AND BANNER</p> <ul style="list-style-type: none"> • The winning bidder shall provide bus banners, number signages (inside the 		

	<p>vehicles), identifiers for the delegates, lollipop signages for tour guides, table nameplates / place cards for the coordinators and tour committee members upon claiming the identifier</p> <ul style="list-style-type: none"> • Provision of tour banner for group picture) and appropriate signage, design/specs subject to TPB's approval 		
	<p>SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDES</p> <p>Provision of a licensed DOT Accredited English Speaking Tour Guide with the following additional qualifications:</p> <ul style="list-style-type: none"> - Must be expert or familiar of the destinations - Must be fluent and conversant in English - Must have an in-depth knowledge of Philippine history, culture, tradition, art and current events - All tour guides running the same tour itinerary should have a common, pre-prepared tour guiding spiel to ensure that all information provided to the delegates are accurate and relevant. The spiels should be screened and approved by the TPB. 		
	<p>PROVISION OF RT-PCR OR ANTIGEN TEST as may be required by the LGU for the 11 participants</p>		
	<p>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES Provision of budget to cover expenses for sampling of local delicacies and other related on-site expenses for 8 pax</p>		
	<p>TOUR DOCUMENTATION AND TERMINAL REPORT</p> <ul style="list-style-type: none"> • The winning bidder shall document the actual conduct of the hosted tour through photos and videos. This shall form part of supporting documents to be submitted to TPB for processing of payment. • A terminal report shall also be prepared by the winning bidder which shall include among others, feedback from participants, photos and videos. The terminal report shall be submitted together with the Billing Statement and all the other supporting documents. 		
	SCHEDULE OF REQUIREMENTS		
	QUALIFICATIONS OF BIDDERS		
	<ol style="list-style-type: none"> 1. Must have a PHILGEPS Platinum registration; 		

	<ol style="list-style-type: none"> 2. Must have a minimum of 3 years' experience in providing logistical requirements and tour operator services for small, medium, or large scale tours, events, and the activities at the date and time of the opening of bids; 3. Must have experience in organizing tours for high level government delegates and VIPs from national or international organizations; 	
	<p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. The following additional technical requirements must be submitted together with the proposal. 1. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation. 2. Must be legally registered tour Operator Company or travel agency under Philippine laws for 5 years. Required to submit proof of registration either from SEC, DTI or CDA; 3. Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2018 – 2020; 4. Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; 5. Must be a local tour operator company or travel agency of the preferably of NCR or Region IV-A. The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable and familiar with the area and the ways of the community. Required to submit proof that allows the local tour operator or travel agency to conduct business within the local government's geographical jurisdiction, i.e. Mayor's Permit (Business Permit); 6. Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the tour Operator Company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies. 7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated sponsorships (hosted/discounted) will be deducted from the bid amount or billing. Thus, the tour operator will bill TPB based on the individual cost and actual number of participants, subject to minimum guarantee. 	
	QUALIFICATION OF BIDDERS	

	<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	
	<p>100% upon completion of the deliverables.</p> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.</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>The supplier is encourage 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>	
	CONTACT PERSONS	
	Name : MS. GIANNA ALLYSA M. AÑONUEVO Contact Nos. : 02 8 525 9318 loc. 292 Email : gianna_anonuevo@tpb.gov.ph	
	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: Malaysia Media Familiarization Trip to Cebu and Bohol
 Date: 28 Feb- 05 Mar 2023
 Venue: Cebu and Bohol

Date / Time	Activity	Remarks
28 FEBRUARY 2023		
	Cebu arrival. Transfer to restaurant for late dinner then travel south-bound to Sumilon Island Resort and check-in.	
01 MARCH 2023		
	Resort breakfast. Enjoy a morning encounter with the gentle giants (whalesharks) and a waterfall adventure with lunch. Return to the island mid-afternoon then relax in a 1hr massage before resort dinner.	
02 MARCH 2023		
	Resort breakfast then check-out. Proceed to Moalboal with a stopover for a kawa bath experience to relieve your stresses away then to Kawasan Falls for a canyoneering thrill. Check-in at Club Serena Resort with resort dinner.	
03 MARCH 2023		
	Resort breakfast then proceed to Pescador Island for a dolphin watching (seasonal) and snorkeling with sea turtles and sardine run. Resort lunch then check-out. Travel back to the city and check-in at Radisson Blu Hotel.	

	Hotel dinner.	
04 MARCH 2023		
07:00AM	<p>Hotel breakfast then depart for a Bohol Daytour with lunch.</p> <p>Explore the Chocolate Hills, tarsier sanctuary, Baclayon Church and a scenic river cruise with lunch along Loboc river.</p> <p>Back to Cebu then proceed to dinner.</p> <p>Overnight at Radisson.</p>	
05 MARCH 2023		
	<p>Hotel breakfast then check-out.</p> <p>Go on a city & shopping tour with lunch before drop-off at the airport.</p>	

As of: 14 December 2022