

May 12, 2023

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2023-05-083**

PR No. **5.012**

Requirements : **Services of Tour Operator for the PAL Awards 2023**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Technical Compliance to the Technical Specifications 3. DOT Accreditation Certificate 4. List of at least three (3) completed similar contracts with Government or Private Agencies, Institution, or Organizations for the last three (3) years <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Income/Business Tax Return 4. SEC/DTI Certificate of Registration 5. Notarized Revised Omnibus Sworn Statement "Annex B" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications "Annex A" 2. Notarized Revised Omnibus Sworn Statement "Annex B" <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		Php64,000.00
Terms	30 days from receipt of Invoice		
ABC	The approved budget for the contract (ABC) is PHP64,000.00 inclusive of all applicable taxes.		PhP64,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **17 May 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

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.



ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo
Contact number: 02 8525 – 7312 loc. 278

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF TOUR OPERATOR FOR THE PAL AWARDS 2023

TPB-RFQ 2023-05-083

Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
PAL AWARDS INTERNATIONAL		
1.	31 May – 02 June 2023 in Cebu	
2.	Room accommodation for 2 pax at Business category (if applicable/available) or its equivalent for three (3) days and two (2) nights, with breakfast. (2 single rooms)	
3.	Must be located in Mactan Island near the event venue (Dusit Thani Mactan Cebu)	
4.	Provision of AM/PM Snacks, Lunch and Dinner for 3 days for 2 pax amounting to PhP2,000.00 per day per person	
5.	Provision of onsite-related expenses not more that PhP10,000.00 for coordination meetings, land transportation, load card for TPB personnel, porter fees and other miscellaneous expenses	
PAL AWARDS DOMESTIC		
1.	13 – 15 June 2023 in Boracay	
2.	Room accommodation for 2 pax at Business category (if applicable/available) or its equivalent for three (3) days and two (2) nights, with breakfast. (2 single rooms)	
3.	Must be located in Boracay Island near the event venue (Crimson Resort and Spa Boracay)	
4.	Provision of AM/PM Snacks, Lunch and Dinner for 3 days for 2 pax amounting to PhP2,000.00 per day per person	
5.	Provision of onsite-related expenses not more that PhP10,000.00 for coordination meetings, land transportation, load card for TPB personnel, porter fees and other miscellaneous expenses	
OTHER REQUIREMENTS		
1.	Must be able to assist in preparing/securing entry documents, as necessary.	
2.	Must be willing to respond to immediate/unforeseen changes in specifications.	
3.	Must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008, as well as the IATF Safety Guidelines and Protocols.	
4.	Tour activities and/or schedules/dates are subject to change.	
5.	Other arrangements that may be mutually agreed upon by the TPB	
6.	Payment will be based on actual cost	
7.	Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing	
8.	Payment will be made through Land Bank of the Philippine (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier	

9.	Supplier must be willing to accept send-bill arrangement																																																																															
10.	The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services																																																																															
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1.	<p style="text-align: center;">ITINERARY FORM (As of 10 May 2023)</p> <p>Project Name: PAL AWARDS 2023 - PAL AWARDS INTERNATIONAL Date: 31 May – 02 June 2023 Venue: Cebu City</p> <table border="1"> <thead> <tr> <th>Date / Time</th> <th>Activity</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>31 May (Wednesday)</td> <td></td> <td></td> </tr> <tr> <td>AM</td> <td>Departure for Cebu</td> <td></td> </tr> <tr> <td></td> <td>Arrival in Cebu / Check-in Hotel/Resort</td> <td></td> </tr> <tr> <td>PM</td> <td>Coordination Meeting with Dusit Thani Mactan Cebu</td> <td></td> </tr> <tr> <td></td> <td>Ocular Inspection</td> <td></td> </tr> <tr> <td>01 June (Thursday)</td> <td></td> <td></td> </tr> <tr> <td>AM</td> <td>Inspection of set-up and final arrangements</td> <td></td> </tr> <tr> <td></td> <td>Event Proper – PAL Awards International Dinner</td> <td></td> </tr> <tr> <td>11:00 PM</td> <td>Return to Hotel/Resort</td> <td></td> </tr> <tr> <td></td> <td>Overnight</td> <td></td> </tr> <tr> <td>02 June (Friday)</td> <td></td> <td></td> </tr> <tr> <td>AM</td> <td>Departure for Manila</td> <td></td> </tr> </tbody> </table> <p>Project Name: PAL AWARDS 2023 - PAL AWARDS DOMESTIC Date: 13-15 June 2023 Venue: Boracay</p> <table border="1"> <thead> <tr> <th>Date / Time</th> <th>Activity</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>13 June (Tuesday)</td> <td></td> <td></td> </tr> <tr> <td>AM</td> <td>Departure for Boracay</td> <td></td> </tr> <tr> <td></td> <td>Arrival in Boracay / Check-in Hotel/Resort</td> <td></td> </tr> <tr> <td>PM</td> <td>Coordination Meeting with Crimson Resort and Spa Boracay</td> <td></td> </tr> <tr> <td></td> <td>Ocular Inspection</td> <td></td> </tr> <tr> <td>14 June (Wednesday)</td> <td></td> <td></td> </tr> <tr> <td>AM</td> <td>Inspection of set-up and final arrangements</td> <td></td> </tr> <tr> <td></td> <td>Event Proper – PAL Awards Domestic Dinner</td> <td></td> </tr> <tr> <td>11:00 PM</td> <td>Return to Hotel/Resort</td> <td></td> </tr> <tr> <td></td> <td>Overnight</td> <td></td> </tr> <tr> <td>15 June (Thursday)</td> <td></td> <td></td> </tr> <tr> <td>AM</td> <td>Departure for Manila</td> <td></td> </tr> </tbody> </table>	Date / Time	Activity	Remarks	31 May (Wednesday)			AM	Departure for Cebu			Arrival in Cebu / Check-in Hotel/Resort		PM	Coordination Meeting with Dusit Thani Mactan Cebu			Ocular Inspection		01 June (Thursday)			AM	Inspection of set-up and final arrangements			Event Proper – PAL Awards International Dinner		11:00 PM	Return to Hotel/Resort			Overnight		02 June (Friday)			AM	Departure for Manila		Date / Time	Activity	Remarks	13 June (Tuesday)			AM	Departure for Boracay			Arrival in Boracay / Check-in Hotel/Resort		PM	Coordination Meeting with Crimson Resort and Spa Boracay			Ocular Inspection		14 June (Wednesday)			AM	Inspection of set-up and final arrangements			Event Proper – PAL Awards Domestic Dinner		11:00 PM	Return to Hotel/Resort			Overnight		15 June (Thursday)			AM	Departure for Manila		
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I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized 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]