

May 24, 2023

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2023-05-097**

PR No. **5.028**

Requirements : **Services of a Tour Operator for the Philippine Motorcycle Tourism (PMT)
3rd Pina Festival Ride and Unity Ride**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p>AIRFARE</p> <ul style="list-style-type: none"> Manila – Tacloban – Manila Rebookable, reroutable and refundable two (2) economy air tickets inclusive of 7 kilos baggage allowance, other taxes & applicable charges with comprehensive travel insurance of COVID-19 coverage Should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure <p>ACCOMMODATION</p> <ul style="list-style-type: none"> Two (2) Standard Rooms with 1 bed Duration: 15 – 17 June 2023 in Ormoc City Inclusive of breakfast <p>MEALS</p> <ul style="list-style-type: none"> Provision of breakfast/lunch/dinner, snacks on the road, and beverage for three (3) days for two (2) TPB Personnel amounting to a maximum of Php1,500.00 per day per person <p>TRANSPORTATION</p> <ul style="list-style-type: none"> Vehicle <ul style="list-style-type: none"> One (1) unit of van Preferably Toyota Grandia, at least 2017 model 10 to 12 seaters Fully air-conditioned, clean, comfortable, presentable, and in good running condition Duration: 15 and 17 June 2023 With refreshments (cold water, cold towel, etc.) With airport passes/stickers for airport terminals, if applicable Route: pick up and drop off (Tacloban Airport – Ormoc City – Tacloban Airport) 		Php100,000.00

TOURISM PROMOTIONS BOARD PHILIPPINES

	<ul style="list-style-type: none"> - Inclusive of toll fees, gasoline, overtime, comprehensive insurance, vehicle rate, driver's services and meals, parking fees, entry passes, permits, and communication expenses <ul style="list-style-type: none"> • Driver <ul style="list-style-type: none"> - Well uniformed driver - Must be fully vaccinated - Must wear company ID all throughout - With trip ticket - Must be equipped with a cellphone with load for easy communication with passengers <p>ONSITE-RELATED EXPENSES</p> <ul style="list-style-type: none"> • Provision of onsite-related expenses not more than PhP10,000.00 for coordination meetings and other miscellaneous and incidental expenses on 15 – 17 June 2023 <p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be willing to respond to immediate/unforeseen changes in specifications • Other arrangements that may be mutually agreed upon by the TPB <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Technical Compliance to the Technical Specifications 3. DOT Accreditation Certificate 4. List of completed similar contracts for at least three (3) years <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. SEC/DTI Certificate of Registration 4. 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. 		
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Terms	30 days from receipt of Invoice		
ABC	The approved budget for the contract (ABC) is PhP100,000.00 inclusive of all applicable taxes.		PhP100,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **29 May 2023 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.



ELOISA A. ROMERO

Head, Procurement and General Services Division

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

ANNEX "A"**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS****SERVICES OF TOUR OPERATOR FOR THE PHILIPPINE MOTORCYCLE TOURISM 3RD PINA FESTIVAL RIDE AND UNITY RIDE
TPB-RFQ 2023-05-097**

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)
AIRFARE		
1.	Manila – Tacloban – Manila	
2.	Rebookable, reroutable and refundable two (2) economy air tickets inclusive of 7 kilos baggage allowance, other taxes & applicable charges with comprehensive travel insurance of COVID-19 coverage	
3.	Should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure	
ACCOMMODATION		
1.	Two (2) Standard Rooms with 1 bed	
2.	Duration: 15 – 17 June 2023 in Ormoc City	
3.	Inclusive of breakfast	
MEALS		
1.	Provision of breakfast/lunch/dinner, snacks on the road, and beverage for three (3) days for two (2) TPB Personnel amounting to a maximum of Php1,500.00 per day per person	
TRANSPORTATION		
1.	Vehicle <ul style="list-style-type: none"> - One (1) unit of van - Preferably Toyota Grandia, at least 2017 model - 10 to 12 seaters - Fully air-conditioned, clean, comfortable, presentable, and in good running condition - Duration: 15 and 17 June 2023 - With refreshments (cold water, cold towel, etc.) - With airport passes/stickers for airport terminals, if applicable - Route: pick up and drop off (Tacloban Airport – Ormoc City – Tacloban Airport) - Inclusive of toll fees, gasoline, overtime, comprehensive insurance, vehicle rate, driver's services and meals, parking fees, entry passes, permits, and communication expenses 	
2.	Driver <ul style="list-style-type: none"> - Well uniformed driver - Must be fully vaccinated - Must wear company ID all throughout - With trip ticket - Must be equipped with a cellphone with load for easy communication with passengers 	
ONSITE-RELATED EXPENSES		

1.	Provision of onsite-related expenses not more that PhP10,000.00 for coordination meetings and other miscellaneous and incidental expenses on 15 – 17 June 2023																																																																																								
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1.	Must be willing to respond to immediate/unforeseen changes in specifications.																																																																																								
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3.	Date: 15 – 17 June 2023 *Dates are subject to change based on the existing IATF Rules and Regulations and advice of TPB and concerned Riders/Motorcycle Associations																																																																																								
4.	Payment will be based on actual cost																																																																																								
5.	Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing																																																																																								
6.	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																																																																																								
7.	Supplier must be willing to accept send-bill arrangement																																																																																								
8.	Send the billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1004																																																																																								
9.	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</p> <p>Project Name: 3RD PINA FESTIVAL RIDE AND UNITY RIDE (PHILIPPINE MOTORCYCLE TOURISM ASSISTED EVENT) Date : 15-17 June 2023 Venue : Ormoc City, Leyte</p> <table border="1"> <thead> <tr> <th>Date / Time</th><th>Activity</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td colspan="3">Day 1 / 15 JUNE 2023 (THURSDAY)</td></tr> <tr> <td>07:00 am</td><td>Pick up at Residence</td><td></td></tr> <tr> <td>09:00 am</td><td>Check-in at NAIA Terminal II</td><td>2 TPB Personnel from the Domestic Promotions Department</td></tr> <tr> <td>11:10 am</td><td>ETD for Tacloban via PR 2985</td><td></td></tr> <tr> <td>12:45 pm</td><td>ETA at Tacloban</td><td></td></tr> <tr> <td>1:00 pm</td><td>Proceed to Ormoc City</td><td>Lunch on the way</td></tr> <tr> <td>3:00 pm</td><td>Check-in at Hotel</td><td></td></tr> <tr> <td>4:30 pm</td><td>Proceed to Opening Program</td><td>Venue TBA</td></tr> <tr> <td>7:00 pm</td><td>Dinner & Entertainment</td><td></td></tr> <tr> <td>9:00 pm</td><td>Back to Hotel</td><td></td></tr> <tr> <td></td><td>End of Day 1</td><td></td></tr> <tr> <td colspan="3">Day 2 / 16 JUNE 2023 (SATURDAY)</td></tr> <tr> <td>07:00 am</td><td>Breakfast at Hotel</td><td></td></tr> <tr> <td>8:00 am</td><td>Proceed to Ormoc City Plaza</td><td></td></tr> <tr> <td>10:00 am</td><td>Unity Ride to Baybay</td><td></td></tr> <tr> <td>12:00 nn</td><td>Baybay Lunch</td><td></td></tr> <tr> <td>2:30 pm</td><td>Back to Ormoc City</td><td></td></tr> <tr> <td>4:00 pm</td><td>Awarding Ceremonies</td><td></td></tr> <tr> <td>6:00 pm</td><td>Dinner & Social Night</td><td></td></tr> <tr> <td>9:00 pm</td><td>Back to Hotel</td><td></td></tr> <tr> <td></td><td>End of Day 2</td><td></td></tr> <tr> <td colspan="3">Day 3 / 17 JUNE 2023 (SATURDAY)</td></tr> <tr> <td>07:00 am</td><td>Breakfast at Hotel</td><td>*Free time</td></tr> <tr> <td>12:00 nn</td><td>Check- out Proceed to Tacloban Airport</td><td>Lunch on the way</td></tr> <tr> <td>4:00 pm</td><td>Check-in at Tacloban Airport</td><td></td></tr> <tr> <td>6:35 pm</td><td>ETD for Manila via PR 2998</td><td></td></tr> <tr> <td>7:55 pm</td><td>ETA at Manila</td><td>*Shuttle to residence</td></tr> <tr> <td></td><td>End of Day 3</td><td></td></tr> </tbody> </table> <p>As of: 17 May 2023</p>	Date / Time	Activity	Remarks	Day 1 / 15 JUNE 2023 (THURSDAY)			07:00 am	Pick up at Residence		09:00 am	Check-in at NAIA Terminal II	2 TPB Personnel from the Domestic Promotions Department	11:10 am	ETD for Tacloban via PR 2985		12:45 pm	ETA at Tacloban		1:00 pm	Proceed to Ormoc City	Lunch on the way	3:00 pm	Check-in at Hotel		4:30 pm	Proceed to Opening Program	Venue TBA	7:00 pm	Dinner & Entertainment		9:00 pm	Back to Hotel			End of Day 1		Day 2 / 16 JUNE 2023 (SATURDAY)			07:00 am	Breakfast at Hotel		8:00 am	Proceed to Ormoc City Plaza		10:00 am	Unity Ride to Baybay		12:00 nn	Baybay Lunch		2:30 pm	Back to Ormoc City		4:00 pm	Awarding Ceremonies		6:00 pm	Dinner & Social Night		9:00 pm	Back to Hotel			End of Day 2		Day 3 / 17 JUNE 2023 (SATURDAY)			07:00 am	Breakfast at Hotel	*Free time	12:00 nn	Check- out Proceed to Tacloban Airport	Lunch on the way	4:00 pm	Check-in at Tacloban Airport		6:35 pm	ETD for Manila via PR 2998		7:55 pm	ETA at Manila	*Shuttle to residence		End of Day 3		
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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]