

9 May 2023

## REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2023.05.079**

PR No. **5.004 (4.282)**

Requirements : Printing of BBMG Collaterals - Flyers

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
40,000 cps	<b>Specifications:</b> <b>Size :</b> <ul style="list-style-type: none"> <li>- A4 (8.25" x 11.75") - Spread</li> <li>- c - fold (3 panels)</li> </ul> <b>Color Requirement:</b> <ul style="list-style-type: none"> <li>- Cover: Full color x Full color</li> </ul> <b>Material Preference:</b> <ul style="list-style-type: none"> <li>- Stock: C2S 80 lbs. or Book Paper 80 lbs.</li> </ul> <b>Printing Process:</b> <ul style="list-style-type: none"> <li>- Offset Printing</li> </ul> <b>Other Requirements:</b> <ul style="list-style-type: none"> <li>- Design layout to be supplied by TPB</li> <li>- Please submit a sample materials preference</li> <li>- Please submit produced existing flyer with the same printing process and materials preference as TPB requirements</li> </ul> <b>Print Turnaround (Production lead time) –</b> <ul style="list-style-type: none"> <li>- <b>ASAP</b></li> </ul> <b>Link:</b> <a href="https://drive.google.com/drive/u/o/folders/1MjrZfSEK-gd15PdomJ3DNqkZXNbuwtAF">https://drive.google.com/drive/u/o/folders/1MjrZfSEK-gd15PdomJ3DNqkZXNbuwtAF</a>	Php5.00	Php200,000.00

### 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



#### ABOUT BISITA, BE MY GUEST

Bisita, Be My Guest is an incentivized travel campaign wherein Filipinos, especially Overseas Filipino Workers (OFWs) and Overseas Filipinos who invite foreigners to visit the country will be entitled to raffia ticket and have a chance to win special prize.

Registered participants shall have the chance to avail discount/ special rates and packages during the campaign period using BBMG Travel Passport and BBMG Privilege card.

#### RAFFLE MECHANICS FOR SPONSORS

##### I. Who are qualified to join?

###### a. Sponsors

- Overseas Filipino Workers
- Filipino with dual citizenship living in the Philippines or abroad as resident, of legal age.
- Filipino of legal age.

###### a. Invitees

- Anyone holding a foreign (non-Filipino) passport of legal age, and has traveled to the Philippines during the period January 01, 2023 - April 30, 2024
- Any Filipino holding dual citizenship living abroad for minimum of six (6) months prior to the campaign, of legal age, and has traveled to the Philippines during the specified period of time.

##### II. How to join?

- Interested sponsors must visit the official BBMG website (<http://beingphilippines.travel>) and sign up as a Sponsor.
- Sponsors must complete all the following fields during the registration:

- First name (as it appears in the ID)
- Last name (as it appears in the ID)
- Home address
- Contact number
- Philippine government issued ID

- Registration is completed upon submission of the required information.
- Upon successful registration, the sponsor will receive a unique referral link that sponsors can copy and send to their prospective invitees. The Sponsor can also receive a virtual BBMG Privilege Card that they can use for their travel to the Philippines during Campaign period.

5. Invitees who click on the unique referral link will be directed to the invitees page containing the mechanics and the Invitee Registration link.

6. Invitees must travel first to the Philippines before completing their registration for the raffia.

7. The invitee and sponsor will receive an email notification with confirmation of their raffia entries.

8. Sponsors can enter the raffia link to as many invitees as possible.

9. Only entries present in the BBMG system database within the promo duration are valid.

10. All sponsors and invitees are presumed to have read and understood, as well as agree and abide by, the promo's privacy policy and terms and regulations.

#### RAFFLE MECHANICS FOR INVITEES

##### I. Who are qualified to join?

Invitees may be the following:

- Anyone holding a foreign (non-Filipino) passport of legal age, and has traveled to the Philippines during the period January 01, 2023 - April 30, 2024.
- Any Filipino holding dual citizenship living abroad for minimum of six (6) months prior to the campaign, of legal age, and has traveled to the Philippines during the specified period of time.

##### II. How to join?

- Click the unique referral link from the Sponsor to be directed to the invitees page containing the mechanics and the Invitee Registration link.
- Register as invitee by providing the following information:

- First name (as it appears on passport)
- Last name (as it appears on passport)
- Country of origin
- Email address

- Upon registration, the invitee will receive a confirmation on the creation of their account as invitee. Invitees can also receive a virtual BBMG Privilege Card that they can use once they travel to the Philippines during the campaign period.
- Invitees must travel first to the Philippines within the period January 01, 2023 - April 30, 2024 to be entitled to a raffia entry.

5. Once travel to the Philippines is completed, the invitee can login to their account and provide the following information:

- Passport number
- Date of arrival in PH
- Port of embarkation

d. First visit in the Philippines? (Y/N)

e. Address (City/Province) or hotel in the Philippines

6. Upload the following proof of travel to complete registration:

a. Boarding pass

b. Philippine Immigration stamp (as seen on the passport)

c. Photo and/or social media posting of target in the Philippines using hashtag #BisitaBeMyGuestPH #BBMG

7. Both the invitee and sponsor will receive an email notification of their raffia entries.

8. Only entries present in the BBMG system database within the promo duration are valid.

9. All sponsors and invitees are presumed to have read and understood, as well as agree and abide by, the promo's privacy policy and terms and regulations.

#### Who are excluded from the raffia?

- All employees of DOT, its attached agencies, partner agencies, and sponsor company and their relatives up to the third degree affinity or consanguinity are disqualified from joining the campaign.
- All persons involved in lobbying operations/business are likewise disqualified.

#### BBMG TRAVEL PASSPORT AND PRIVILEGE CARD



## LEGAL REQUIREMENT:

- PhilGEPS Certificate
- Mayor's Business Permit
- SEC/DTI Registration Certificate
- BIR Registration /TIN
- Company profile (New Supplier only)
- Statement of Compliance to the Technical Specification (**Annex "A"**)
- Omnibus Sworn Statement (**Annex "B"**)

## ATTACHMENTS:

- Statement of Compliance to the Technical Specification (Annex "A")

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	b. Omnibus Sworn Statement (Annex "B")  <b>NOTE:</b> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.		
Terms	30 days from receipt of Invoice		
Delivery	ASAP from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php200,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) not later than **15 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%)

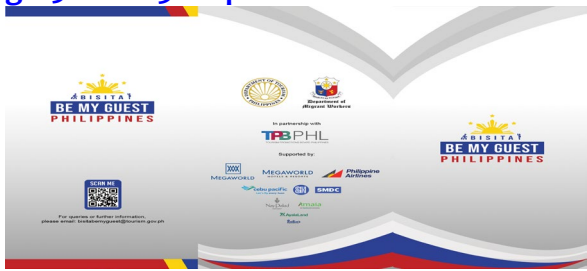
Thank you very much.

  
**ELOISA A. ROMERO**  
Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr  
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

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<b>TECHNICAL SPECIFICATION</b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance</b>
A.	<b>Printing of BBMG Collaterals - Flyer</b>	40,000 cps	
	<p><b>Specifications:</b></p> <p><b>Size :</b></p> <ul style="list-style-type: none"> <li>- A4 (8.25" x 11.75") - spread</li> <li>- c - fold (3 panels)</li> </ul> <p><b>Color Requirement:</b></p> <ul style="list-style-type: none"> <li>- Cover: Full color x Full color</li> </ul> <p><b>Material Preference:</b></p> <ul style="list-style-type: none"> <li>- Stock: C2S 80 lbs. or Book Paper 80 lbs.</li> </ul> <p><b>Printing Process:</b></p> <ul style="list-style-type: none"> <li>- Offset Printing</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>- Design layout to be supplies by TPB</li> <li>- Please submit a sample materials preference</li> <li>- Please submit produced existing flyer with the same printing process and materials preference as TPB requirements</li> </ul> <p><b>Print Turnaround (Production lead time) :</b></p> <ul style="list-style-type: none"> <li>- <b>ASAP</b></li> </ul> <p><b>LINK:</b>  <a href="https://drive.google.com/drive/u/o/folders/1MjrZfSEK-gd15Pd0mJ3DNqkZXNbuwtAF">https://drive.google.com/drive/u/o/folders/1MjrZfSEK-gd15Pd0mJ3DNqkZXNbuwtAF</a></p> 		

**I hereby certify to Comply with all the above Technical Specifications.**

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:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - 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]*