

June 22, 2023

## REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2023-06-118

**PR No.** 6.012

**Requirements:** **Services of a Tour Operator for the ESL Familiarization Tour for School Board Representatives from West Japan**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>PARTICIPANTS</b></p> <ul style="list-style-type: none"> <li>• 11 pax (10 Japanese school board representatives and 1 TPB Project Officer)</li> <li>• 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</li> </ul> <p><b>TRANSPORTATION</b></p> <ul style="list-style-type: none"> <li>• Roundtrip Domestic Air Tickets <ul style="list-style-type: none"> <li>- 1 Regular Economy Manila – Cebu – Manila air ticket for the TPB Project Officer</li> <li>- Must be re-bookable, re-routable, refundable</li> <li>- With 20 kilos baggage allowance per sector</li> <li>- With travel insurance</li> <li>- Must be inclusive of all applicable taxes</li> </ul> </li> <li>• Land Transportation <ul style="list-style-type: none"> <li>- One (1) unit of a coaster with vehicle year model at least 2018 or newer for 4 days.</li> <li>- One (1) additional van for luggage for 2 days (inclusive of driver and gas)</li> <li>- Must Comply with IATF protocols/guidelines on safety, capacity, and coverage with daily disinfection of vehicles and always ensure clean and tidy vehicles.</li> <li>- Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour</li> <li>- Must be equipped with: <ul style="list-style-type: none"> <li>▪ Climate control or air-conditioning, PA system, and CCTVs (for buses and coasters)</li> <li>▪ With universal van sliding windows and safety belts for all seats</li> <li>▪ GPS or Waze and charger units for phones</li> </ul> </li> <li>- Must be DOT-accredited</li> <li>- Inclusive of driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator</li> <li>- Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests</li> </ul> </li> </ul>		PhP500,000.00

## 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

	<p><b>TRAVEL INSURANCE</b></p> <ul style="list-style-type: none"> <li>• With comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax</li> </ul> <p><b>ACCOMMODATION</b></p> <ul style="list-style-type: none"> <li>• Must be DOT accredited establishment in Cebu.</li> <li>• Deluxe / 4 to 5-star category with upscale facilities.</li> <li>• Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).</li> <li>• Provision of 11 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for 3 nights (<i>refer to the attached itinerary</i>)</li> <li>• Provision for early check-in and/or late checkout based on the itinerary.</li> <li>• Preferably with welcome amenities in the room upon check-in</li> <li>• Preferred hotels are Bai Hotel Cebu and Maayo Hotel</li> </ul> <p><b>FOOD AND BEVERAGES/MEALS</b></p> <ul style="list-style-type: none"> <li>• Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks) and one can of beverage for 11 pax for the whole duration of the trip.</li> <li>• Budget: <ul style="list-style-type: none"> <li>- Lunch @ PHP 1,100/pax/day (11 pax for 4 days)</li> <li>- Dinner @ PHP 2,500 pax/day (11 pax for 4 days)</li> </ul> </li> <li>• Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's proposal.</li> <li>• If a plated meal, there should be at least 3 viands.</li> <li>• Ensure provision of dietary requirements.</li> <li>• Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul> <p><b>TOURS AND ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Tentative interactive/operational tours and activities for 11 pax: <ul style="list-style-type: none"> <li>- ESL schools' inspections</li> <li>- Visiting SDG-related facilities</li> <li>- Environmental and fair-trade learning experiences</li> <li>- Cebu City Tour</li> </ul> </li> <li>• Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, Regional Offices, and IATF orders on local travel restrictions.</li> <li>• Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.</li> <li>• 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).</li> </ul> <p><b>TOUR KITS</b></p> <ul style="list-style-type: none"> <li>• Provision of incentivized sustainable tour kits for 11 pax to include the following: <ul style="list-style-type: none"> <li>- Hygienic Kits placed in reusable drawstring bags, cache bags, or in sustainable packaging that includes:</li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>▪ 500 ml reusable and sustainable water tumbler</li> <li>▪ Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard</li> <li>▪ One (1) pack of facial tissue</li> <li>▪ One (1) pack of wet wipes (biodegradable bamboo fiber material)</li> <li>▪ 50 ml. of 70% isopropyl alcohol in a spray bottle</li> <li>▪ Hand sanitizer</li> <li>▪ Disinfectant wipes</li> <li>▪ Mints</li> <li>▪ Mosquito repellent in spray</li> <li>▪ Sunblock</li> <li>▪ Disposable hooded emergency raincoat</li> <li>▪ One (1) sun visor/hat</li> <li>▪ Cold towels</li> <li>▪ Customized luggage tags (design is subject to TPB's approval)</li> </ul> <ul style="list-style-type: none"> <li>• Personal Health/First Aid Kit for 11 pax to include at least 6 pieces of the following medicines: <ul style="list-style-type: none"> <li>- Antacid for upset stomach</li> <li>- Paracetamol for headache and fever</li> <li>- Antihistamine for allergies</li> <li>- Loperamide for diarrhea</li> <li>- Meclizine hydrochloride for motion sickness</li> <li>- Ibuprofen for pain reliever</li> </ul> </li> </ul> <p><b>TOUR SIGNAGES AND BANNER</b></p> <ul style="list-style-type: none"> <li>• Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide.</li> <li>• Provision of a tour banner for a group picture</li> <li>• Placing of tour operator/supplier's logo is not allowed.</li> <li>• Banner to be designed by TPB and printed out by the tour operator.</li> </ul> <p><b>SERVICES OF A LICENSED DOT-ACCREDITED JAPANESE/ENGLISH-SPEAKING TOUR GUIDE/INTERPRETER</b></p> <ul style="list-style-type: none"> <li>• One Licensed DOT-Accredited Japanese-speaking tour guide based in Cebu or one DOT-Accredited English-speaking tour guide with a Japanese interpreter.</li> <li>• Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events.</li> <li>• Must have handled at least (1) foreign tour group.</li> </ul> <p><b>TOUR COORDINATOR</b></p> <ul style="list-style-type: none"> <li>• Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour.</li> <li>• The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour.</li> </ul> <p><b>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</b></p> <ul style="list-style-type: none"> <li>• Provision of curated sustainable destination-based tokens for 11 pax</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Placing of tour operator/supplier's logo is not allowed.</li> <li>• Proposed tokens and designs are subject to TPB's approval.</li> </ul> <p><b>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</b></p> <ul style="list-style-type: none"> <li>• Provision of budget amounting to at least PHP 6,600.00 to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses.</li> </ul> <p><b>OTHER REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Provision of four (4) pocket Wi-Fi units for the participants for the duration of the trip.</li> <li>• All assigned/deployed personnel should be fully COVID-19 vaccinated with at least 1 booster and must have a negative antigen test taken within 24 hours before the event commence</li> <li>• Assistance in preparing/securing entry documents, as may be necessary.</li> <li>• Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>• Tour activities and/or schedules/dates may still be changed based on recommendations of the DOT Regional Office and IATF orders on local travel restrictions.</li> <li>• Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (for new bidder)</li> <li>2. Accomplished Statement of Compliance to the Technical Specifications "Annex A"</li> <li>3. PhilGEPS Registration Certificate</li> <li>4. Business/Mayor's Permit</li> <li>5. Notarized Revised Omnibus Sworn Statement "Annex B"</li> <li>6. DOT Accreditation Certificate</li> <li>7. TPB Membership Certificate (optional)</li> <li>8. List of completed similar contracts for at least five (5) years with experience in handling international group in the last three (3) years</li> <li>9. Budget Bid Proposal that reflects the cost of tours, activities, and logistical requirements</li> <li>10. Certificate of undertaking that the tour operator company or travel agency concerned has free cancellation, rebooking, transferable or refundable policies</li> <li>11. Curriculum Vitae of the tour coordinator</li> <li>12. DOT Accreditation ID of the Japanese-speaking tour guide or English-speaking tour guide and Japanese interpreter</li> </ol>		
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	<b>NOTE:</b> 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.		
Terms	30 days from receipt of Invoice		
ABC	The Approved Budget for the Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes.		<b>PhP500,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) not later than **28 June 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.



**ROSELLE D. ROMERO**

Acting 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 A TOUR OPERATOR FOR THE ESL FAMILIARIZATION TOUR  
FOR SCHOOL BOARD REPRESENTATIVES FROM WEST JAPAN  
TPB-RFQ 2023-06-118**

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)
<b>PARTICIPANTS</b>		
1.	11 pax (10 Japanese school board representatives and 1 TPB Project Officer)	
2.	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	
<b>TRANSPORTATION</b>		
<b>Roundtrip Domestic Air Tickets</b>		
1.	1 Regular Economy Manila – Cebu – Manila air ticket for the TPB Project Officer	
2.	Must be re-bookable, re-routable, refundable	
3.	With 20 kilos baggage allowance per sector	
4.	With travel insurance	
5.	Must be inclusive of all applicable taxes	
<b>Land Transportation</b>		
1.	One (1) unit of a coaster with vehicle year model at least 2018 or newer for 4 days.	
2.	One (1) additional van for luggage for 2 days (inclusive of driver and gas)	
3.	Must Comply with IATF protocols/guidelines on safety, capacity, and coverage with daily disinfection of vehicles and always ensure clean and tidy vehicles.	
4.	Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour	
5.	Must be equipped with: <ul style="list-style-type: none"> <li>▪ Climate control or air-conditioning, PA system, and CCTVs (for buses and coasters)</li> <li>▪ With universal van sliding windows and safety belts for all seats</li> <li>▪ GPS or Waze and charger units for phones</li> </ul>	
6.	Must be DOT-accredited	
7.	Inclusive of driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator	
8.	Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests	
<b>TRAVEL INSURANCE</b>		
1.	With comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax	
<b>ACCOMMODATION</b>		
1.	Must be DOT accredited establishment in Cebu.	
2.	Deluxe / 4 to 5-star category with upscale facilities.	
3.	Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).	
4.	Provision of 11 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for 3 nights (please refer to the attached itinerary)	
5.	Provision for early check-in and/or late checkout based on the itinerary.	
6.	Preferably with welcome amenities in the room upon check-in	
7.	Preferred hotels are Bai Hotel Cebu and Maayo Hotel	

<b>FOOD AND BEVERAGES/MEALS</b>		
1.	Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks) and one can of beverage for 11 pax for the whole duration of the trip.	
2.	Budget: - Lunch @ PHP 1,100/pax/day (11 pax for 4 days) - Dinner @ PHP 2,500 pax/day (11 pax for 4 days)	
3.	Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's proposal.	
4.	If a plated meal, there should be at least 3 viands.	
5.	Ensure provision of dietary requirements.	
6.	Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)	
<b>TOURS AND ACTIVITIES</b>		
1.	Tentative interactive/operational tours and activities for 11 pax: - ESL schools' inspections - Visiting SDG-related facilities - Environmental and fair-trade learning experiences - Cebu City Tour	
2.	Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, Regional Offices, and IATF orders on local travel restrictions.	
3.	Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.	
4.	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).	
<b>TOUR KITS</b>		
1.	Provision of incentivized sustainable tour kits for 11 pax to include the following: - Hygienic Kits placed in reusable drawstring bags, catcha bags, or in sustainable packaging that includes: ▪ 500 ml reusable and sustainable water tumbler ▪ Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard ▪ One (1) pack of facial tissue ▪ One (1) pack of wet wipes (biodegradable bamboo fiber material) ▪ 50 ml. of 70% isopropyl alcohol in a spray bottle ▪ Hand sanitizer ▪ Disinfectant wipes ▪ Mints ▪ Mosquito repellent in spray ▪ Sunblock ▪ Disposable hooded emergency raincoat ▪ One (1) sun visor/hat ▪ Cold towels ▪ Customized luggage tags (design is subject to TPB's approval)	
2.	Personal Health/First Aid Kit 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 for motion sickness - Ibuprofen for pain reliever	
<b>TOUR SIGNAGES AND BANNER</b>		
1.	Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide.	

2.	Provision of a tour banner for a group picture	
3.	Placing of tour operator/supplier's logo is not allowed.	
4.	Banner to be designed by TPB and printed out by the tour operator.	
<b>SERVICES OF A LICENSED DOT-ACCREDITED JAPANESE/ENGLISH-SPEAKING TOUR GUIDE/INTERPRETER</b>		
1.	One Licensed DOT-Accredited Japanese-speaking tour guide based in Cebu or one DOT-Accredited English-speaking tour guide with a Japanese interpreter.	
2.	Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events.	
3.	Must have handled at least (1) foreign tour group.	
<b>TOUR COORDINATOR</b>		
1.	Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour.	
2.	The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour.	
<b>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</b>		
1.	Provision of curated sustainable destination-based tokens for 11 pax	
2.	Placing of tour operator/supplier's logo is not allowed.	
3.	Proposed tokens and designs are subject to TPB's approval.	
<b>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</b>		
1.	Provision of budget amounting to at least PHP 6,600.00 to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses.	
<b>OTHER REQUIREMENTS</b>		
1.	Provision of four (4) pocket Wi-Fi units for the participants for the duration of the trip.	
2.	All assigned/deployed personnel should be fully COVID-19 vaccinated with at least 1 booster and must have a negative antigen test taken within 24 hours before the event commence	
3.	Assistance in preparing/securing entry documents, as may be necessary.	
4.	Willingness to respond to immediate/unforeseen changes in specifications.	
5.	Tour activities and/or schedules/dates may still be changed based on recommendations of the DOT Regional Office and IATF orders on local travel restrictions.	
6.	Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality.	
7.	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.	
8.	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.	
<b>TERMS OF PAYMENT</b>		
1.	Must be willing to provide services on a "send-bill" arrangement.	
2.	Full Payment is in 30 days and will be processed 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.	
3.	The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the actual cost per pax.	



4.	The supplier is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.	
5.	<p>Please send the billing statement to the <b>TOURISM PROMOTIONS BOARD PHILIPPINES</b> after the completion of services.</p> <p style="text-align: center;"><b>MICKA ANJELLA D. CALZADO</b> Acting Head, North Asia Division International Promotions Department Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Boulevard Manila 1004</p> <p>The supplier will be paid once the travel is completed.</p>	

#### CONTRACT DURATION

1.	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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#### ITINERARY

1.	<table border="1"> <thead> <tr> <th>Date / Time</th><th>Activity</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td colspan="3"><b>DAY 01 / 26 July 2023   Wednesday</b> <b>[Osaka/Manila/Cebu]</b></td></tr> <tr> <td>15:30</td><td>Depart Fukuoka for Manila via PR 425</td><td></td></tr> <tr> <td>18:35</td><td>Arrive in Manila</td><td></td></tr> <tr> <td></td><td>Proceed to the domestic terminal</td><td>Light meal at the airport</td></tr> <tr> <td>21:15</td><td>Depart Manila for Cebu via PR 2859</td><td></td></tr> <tr> <td>22:50</td><td>Arrive in Cebu</td><td></td></tr> <tr> <td></td><td>Check-in hotel</td><td>TBC: bai Hotel Cebu</td></tr> <tr> <td></td><td>Overnight</td><td></td></tr> <tr> <td colspan="3"><b>DAY 02 / 27 July 2023   Thursday</b> <b>[Cebu]</b></td></tr> <tr> <td>08:00</td><td>Breakfast at the hotel</td><td></td></tr> <tr> <td>08:45</td><td>Check out hotel</td><td></td></tr> <tr> <td></td><td>Proceed to CPILS</td><td></td></tr> <tr> <td>09:00</td><td>Ocular of school facilities</td><td>c/o Howdy</td></tr> <tr> <td>10:00</td><td>Proceed to Department of Education Region VII</td><td></td></tr> <tr> <td>10:30</td><td>Courtesy call to Department of Education (Region7) - Division of Cebu Province (Sudlon, Lahug, Cebu City)</td><td>c/o DOT Region VII</td></tr> <tr> <td>11:30</td><td>Proceed to SM Mall</td><td></td></tr> <tr> <td>12:00</td><td>Lunch</td><td></td></tr> <tr> <td>13:30</td><td>Proceed to a city high school</td><td></td></tr> <tr> <td>14:00</td><td>Inspection of school exchange candidates and interaction with high school students</td><td>c/o DOT Region VII</td></tr> <tr> <td>15:30</td><td>Proceed to Howdy English Academy</td><td></td></tr> <tr> <td>16:00</td><td>Ocular of school facilities</td><td></td></tr> <tr> <td>17:30</td><td>Check-in hotel</td><td>TBC: Maayo Hotel</td></tr> <tr> <td></td><td>Dinner &amp; networking</td><td></td></tr> <tr> <td></td><td>Overnight</td><td></td></tr> <tr> <td colspan="3"><b>DAY 03 / 28 July 2023   Friday</b> <b>[Cebu]</b></td></tr> <tr> <td>07:00</td><td>Breakfast at the hotel</td><td></td></tr> <tr> <td>08:00</td><td>Departure for Island Inspection</td><td>c/o NGO Go Share or Howdy</td></tr> <tr> <td>11:00</td><td>Lunch</td><td></td></tr> <tr> <td>13:30</td><td>Proceed to FEGC</td><td></td></tr> <tr> <td>14:30</td><td>Ocular of school facilities</td><td></td></tr> <tr> <td>16:00</td><td>Free time at leisure</td><td></td></tr> <tr> <td>18:30</td><td>Dinner</td><td></td></tr> <tr> <td></td><td>Overnight</td><td></td></tr> <tr> <td colspan="3"><b>DAY 04 / 29 July 2023   Saturday</b> <b>[Cebu/Manila/Osaka]</b></td></tr> <tr> <td></td><td>Packed breakfast</td><td></td></tr> <tr> <td>03:30</td><td>Check-out hotel</td><td></td></tr> <tr> <td>03:45</td><td>Proceed to airport</td><td></td></tr> <tr> <td>06:05</td><td>Depart Cebu for Manila via PR 1842</td><td></td></tr> <tr> <td>07:40</td><td>Arrive in Manila</td><td></td></tr> <tr> <td>09:45</td><td>Depart Manila for Fukuoka via PR 426</td><td></td></tr> <tr> <td></td><td>Arrive in Fukuoka</td><td></td></tr> <tr> <td colspan="3"><b>END OF TRIP</b></td></tr> </tbody> </table> <p>As of: 13 June 2023</p>	Date / Time	Activity	Remarks	<b>DAY 01 / 26 July 2023   Wednesday</b> <b>[Osaka/Manila/Cebu]</b>			15:30	Depart Fukuoka for Manila via PR 425		18:35	Arrive in Manila			Proceed to the domestic terminal	Light meal at the airport	21:15	Depart Manila for Cebu via PR 2859		22:50	Arrive in Cebu			Check-in hotel	TBC: bai Hotel Cebu		Overnight		<b>DAY 02 / 27 July 2023   Thursday</b> <b>[Cebu]</b>			08:00	Breakfast at the hotel		08:45	Check out hotel			Proceed to CPILS		09:00	Ocular of school facilities	c/o Howdy	10:00	Proceed to Department of Education Region VII		10:30	Courtesy call to Department of Education (Region7) - Division of Cebu Province (Sudlon, Lahug, Cebu City)	c/o DOT Region VII	11:30	Proceed to SM Mall		12:00	Lunch		13:30	Proceed to a city high school		14:00	Inspection of school exchange candidates and interaction with high school students	c/o DOT Region VII	15:30	Proceed to Howdy English Academy		16:00	Ocular of school facilities		17:30	Check-in hotel	TBC: Maayo Hotel		Dinner & networking			Overnight		<b>DAY 03 / 28 July 2023   Friday</b> <b>[Cebu]</b>			07:00	Breakfast at the hotel		08:00	Departure for Island Inspection	c/o NGO Go Share or Howdy	11:00	Lunch		13:30	Proceed to FEGC		14:30	Ocular of school facilities		16:00	Free time at leisure		18:30	Dinner			Overnight		<b>DAY 04 / 29 July 2023   Saturday</b> <b>[Cebu/Manila/Osaka]</b>				Packed breakfast		03:30	Check-out hotel		03:45	Proceed to airport		06:05	Depart Cebu for Manila via PR 1842		07:40	Arrive in Manila		09:45	Depart Manila for Fukuoka via PR 426			Arrive in Fukuoka		<b>END OF TRIP</b>			
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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]***

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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]*