

August 15, 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023-08-189

PR No. 8.060

Requirements : **Services of a Tour Operator to conduct Site Validation and Inspection for Pre and Post Tours Program for the Philippine Travel Exchange (PHITEX) 2023**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Participants</p> <ol style="list-style-type: none"> Maximum of seven (7) persons which includes TPB personnel/s, DOT Regional Office, and LGUs involved. For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to 1 person. <p>Air Travel Requirements</p> <ol style="list-style-type: none"> Roundtrip regular economy domestic air tickets for four (4) persons for the following routes: Manila to Cagayan de Oro Davao to Cebu Cebu to Caticlan Romblon to Manila Preferred airline: Philippine Airlines (or the flight available for the route) Rebookable, reroutable, refundable With provision of 20kgs. of baggage allowance per person Inclusive of all applicable taxes, surcharges, and travel insurance Should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RT-PCR tests, upon due advice to the ticket issuer prior to departure. <p>Land Travel Requirements</p> <p>Van</p> <ol style="list-style-type: none"> One (1) unit of van for all required routes of the trip as stipulated in the itinerary. Maintained in good running condition and accordance with the Philippine laws on technical safety requirements of vehicles. Comply with IATF protocols / guidelines on safety, capacity, and coverage. Fully air-conditioned, clean, comfortable, presentable, disinfected daily. Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. 		PhP995,000.00

	<p>6. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first aid kit; with provision of wet tissue, alcohol, mineral water, and mints.</p> <p>7. Inclusive of toll fees, gasoline, comprehensive insurance, vehicle rate, parking fees, entry passes, and permits.</p> <p>Driver</p> <ol style="list-style-type: none"> 1. Must be well-uniformed, presentable, and wears ID at all times. 2. Should have strong navigation skills and experienced in interacting with foreign guests. 3. With trip ticket 4. Must be equipped with a cellphone with load for easy communication with passengers. 5. Must include driver's fee as well as meals, antigen test, facemasks, communication expenses, other consumable cost, and other on-site related expenses. 6. Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee 7. All assigned / deployed personnel by the tour operator should be fully vaccinated from COVID-19 with at least one booster shot and must present a negative antigen test taken 24 hours before the tour. <p>Sea Travel Requirements</p> <ol style="list-style-type: none"> 1. Arrange transfers via boat/speed boat and/or fast craft for maximum of seven (7) persons, based on the requirement indicated in the itinerary. <p>Accommodation</p> <ol style="list-style-type: none"> 1. Maximum of five (5) single occupancy rooms 2. Duration: 10 nights (depending on the final itinerary) 3. Category: Deluxe or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) 4. With complimentary breakfast 5. Must be DOT-accredited facility. 6. Number of rooms may change depending on the final number of participants who will be accommodated. <p>Meals and Beverages</p> <ol style="list-style-type: none"> 1. Provision of full-board meals and beverages for a maximum of seven (7) people for the whole duration of the trip (AM & PM snacks, lunch, and dinner) 2. Maximum of PhP2,500.00 per person for lunch and dinner 3. Menu to be approved by TPB. 4. Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) <p>Itinerary Activities, Tours, Entrance and Environmental Fees</p> <ol style="list-style-type: none"> 1. Book, conduct, coordinate in advance with establishments, provide interactive / experiential tours and activities for a maximum of seven (7) persons. 2. Tour activities and dates are subject to change, based on recommendations of TPB, DOT Foreign and Regional 		
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	<p>Offices involved, and IATF orders on local travel restrictions.</p> <ol style="list-style-type: none"> 3. Provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB. 4. Final itinerary to be approved by the TPB representative and must adhere to the existing health and safety protocols set by the IATF and the local government unit/s involved. <p>Tour Guide</p> <ol style="list-style-type: none"> 1. Provision of one (1) licensed DOT-accredited English speaking tour guide with the following qualifications: <ul style="list-style-type: none"> • Must be expert or familiar with the destination. • Must be fluent and conversant in English. • Must have an in-depth knowledge of the Philippines. 2. All assigned / deployed personnel by the tour operator should be fully vaccinated from COVID-19 with at least one booster shot and must present a negative antigen test taken 24 hours before the tour. 3. Tour Operator may assign different tour guides per destination visited, based on the guide's expertise. <p>Tour Coordinator</p> <ol style="list-style-type: none"> 1. The tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour. 2. Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour. 3. All assigned / deployed personnel by the tour operator should be fully vaccinated from COVID-19 with at least one booster shot and must present a negative antigen test taken 24 hours before the tour. <p>Travel Insurance</p> <ol style="list-style-type: none"> 1. Provision of comprehensive travel insurance with medical coverage for COVID-19 to all participants amounting to PhP1,000,000.00. <p>Incidental and Other Miscellaneous Expenses</p> <ol style="list-style-type: none"> 1. Provision of PhP10,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses. <p>Other Requirement</p> <ol style="list-style-type: none"> 1. Provision of mobile Wi-Fi for the participants for the duration of the trip. 2. Willingness to respond to immediate/unforeseen changes in specifications. 3. Assistance in preparing/ securing entry documents, as necessary. 4. Other arrangements that may be mutually agreed upon by the TPB. 		
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	TECHNICAL REQUIREMENTS: <ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A" 3. DOT Accreditation Certificate 4. List of completed government and private projects for at least five (5) years. LEGAL REQUIREMENTS: <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" ATTCHMENTS: <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications Annex "A" 2. Itinerary Annex "B" 3. Notarized Revised Omnibus Sworn Statement Annex "C" NOTE: <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. 		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP995,000.00 inclusive of all applicable taxes.		PhP995,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **23 August 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
15 August 2023

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 TO CONDUCT SITE VALIDATION AND INSPECTION FOR PRE AND POST TOURS
PROGRAM FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2023
TPB-RFQ 2023-08-189**

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)
Participants		
1.	Maximum of seven (7) persons which includes TPB personnel/s, DOT Regional Office, and LGUs involved	
2.	For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to 1 person	
Air Travel Requirements		
1.	Roundtrip regular economy domestic air tickets for four (4) persons for the following routes: Manila to Cagayan de Oro Davao to Cebu Cebu to Caticlan Romblon to Manila	
2.	Preferred airline: Philippine Airlines (or the flight available for the route)	
3.	Rebookable, reroutable, refundable	
4.	With provision of 20kgs. of baggage allowance per person	
5.	Inclusive of all applicable taxes, surcharges, and travel insurance	
6.	Should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RT-PCR tests, upon due advice to the ticket issuer prior to departure	
Land Travel Requirements		
Van		
1.	One (1) unit of van for all required routes of the trip as stipulated in the itinerary	
2.	Maintained in good running condition and accordance with the Philippine laws on technical safety requirements of vehicles.	
3.	Comply with IATF protocols / guidelines on safety, capacity, and coverage.	
4.	Fully air-conditioned, clean, comfortable, presentable, disinfected daily	
5.	Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.	
6.	Vehicles must be equipped with the following: climate control or air-conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first aid kit; with provision of wet tissue, alcohol, mineral water, and mints.	
7.	Inclusive of toll fees, gasoline, comprehensive insurance, vehicle rate, parking fees, entry passes, and permits	
Driver		
1.	Must be well-uniformed, presentable, and wears ID at all times	
2.	Should have strong navigation skills and experienced in interacting with foreign guests.	
3.	With trip ticket	

4.	Must be equipped with a cellphone with load for easy communication with passengers	
5.	Must include driver's fee as well as meals, antigen test, facemasks, communication expenses, other consumable cost, and other on-site related expenses	
6.	Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee	
7.	All assigned / deployed personnel by the tour operator should be fully vaccinated from COVID-19 with at least one booster shot and must present a negative antigen test taken 24 hours before the tour	
Sea Travel Requirements		
1.	Arrange transfers via boat/speed boat and/or fast craft for maximum of seven (7) persons, based on the requirement indicated in the itinerary.	
Accommodation		
1.	Maximum of five (5) single occupancy rooms	
2.	Duration: 10 nights (depending on the final itinerary)	
3.	Category: Deluxe or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities)	
4.	With complimentary breakfast	
5.	Must be DOT-accredited facility	
6.	Number of rooms may change depending on the final number of participants who will be accommodated	
Meals and Beverages		
1.	Provision of full-board meals and beverages for a maximum of seven (7) people for the whole duration of the trip (AM & PM snacks, lunch, and dinner)	
2.	Maximum of Php2,500.00 per person for lunch and dinner	
3.	Menu to be approved by TPB	
4.	Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)	
Itinerary Activities, Tours, Entrance and Environmental Fees		
1.	Book, conduct, coordinate in advance with establishments, provide interactive / experiential tours and activities for a maximum of seven (7) persons.	
2.	Tour activities and dates are subject to change, based on recommendations of TPB, DOT Foreign and Regional Offices involved, and IATF orders on local travel restrictions.	
3.	Provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB.	
4.	Final itinerary to be approved by the TPB representative and must adhere to the existing health and safety protocols set by the IATF and the local government unit/s involved.	
Tour Guide		
1.	Provision of one (1) licensed DOT-accredited English speaking tour guide with the following qualifications: <ul style="list-style-type: none"> • Must be expert or familiar with the destination. • Must be fluent and conversant in English. • Must have an in-depth knowledge of the Philippines 	
2.	All assigned / deployed personnel by the tour operator should be fully vaccinated from COVID-19 with at least one booster shot and must present a negative antigen test taken 24 hours before the tour	
3.	Tour Operator may assign different tour guide per destination visited, based on the guide's expertise	
Tour Coordinator		

1.	The tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.	
2.	Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour.	
3.	All assigned / deployed personnel by the tour operator should be fully vaccinated from COVID-19 with at least one booster shot and must present a negative antigen test taken 24 hours before the tour.	
Travel Insurance		
1.	Provision of comprehensive travel insurance with medical coverage for COVID-19 to all participants amounting to PhP1,000,000.00.	
Incidental and Other Miscellaneous Expenses		
1.	Provision of PhP10,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses.	
Other Requirements		
1.	Provision of mobile Wi-Fi for the participants for the duration of the trip.	
2.	Willingness to respond to immediate/unforeseen changes in specifications.	
3.	Assistance in preparing/ securing entry documents, as necessary.	
4.	Other arrangements that may be mutually agreed upon by the TPB.	
Project Implementation Schedule		
1.	The tour will start on 05 to 12 September 2023 but is subject to change depending on the recommendation of the DOT Regional Offices and LGUs involved.	
Terms of Payment		
1.	Payment must be on a send-bill arrangement based on the actual number of participants and costs incurred.	
2.	TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost per passenger.	
3.	Payment Term is thirty (30) working days and the 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 and will be made following the prevailing accounting and auditing rules and regulations.	
4.	The supplier is encouraged 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.	
5.	Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services. MARIVIC M. SEVILLA Acting Head, International Promotions Department 4F Legaspi Towers 300, Roxas Blvd., Manila 1004	
Contract Duration		
1.	The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date

ITINERARY FORM

Project Name : **SITE INSPECTION AND VALIDATION FOR PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2023**
 Date : 05-12 September 2023 (tentative)
 Destinations : Manila – Cagayan de Oro – Bukidnon – Davao – Cebu – Boracay – Romblon – La Union

Date / Time	Activity	Remarks
Day 1: Manila – Cagayan de Oro		
	Departure from Manila to Cagayan de Oro via Philippine Airlines PR	
	Breakfast	
	Visit the following sites: <ul style="list-style-type: none"> - Museum of Three Cultures - Museo de Oro at the Xavier Ateneo 	
	Validate route going to white-water rafting area	
	To check at least three (3) restaurants in Cagayan de Oro City	
	Dinner at the Cusina Higala	
	Overnight at Limketkai Luxe Hotel in CDO	
Day 2: Cagayan de Oro to Bukidnon		
	Breakfast	
	Proceed to Del Monte Plantation	
	Conduct inspection of rooms at Dahilayan Park	
	Lunch at Malaybalay	
	Visit Soil Painting Museum	
	Snacks at Valencia	
	Proceed to Taglugop Strawberry Hills and conduct inspection of rooms/glamping accommodation	
	Overnight at Taglugop Strawberry Hills	
Day 3: Bukidnon – Davao – Cebu		
	Breakfast	
	Transfer from Bukidnon to Davao	
	Proceed to conduct site inspection of: <ul style="list-style-type: none"> - Davao Museum 	
	Lunch at restaurant in Davao (TBA)	
	Proceed to Davao International Airport	
	Departure from Davao to Cebu via Philippine Airlines PR	
	Check in at Fili Hotel in Nu Star, Cebu City	
	Dinner at restaurant (TBA)	
	Overnight at Fili Hotel in Nu Star	
Day 4: Cebu – Caticlan		
	Breakfast	
	Proceed in inspection of provided lounge for Buyers at the Domestic Departures, Mactan International Airport	
	Departure from Cebu to Caticlan via Philippine Airlines PR	
	Proceed to Crimson Boracay for lunch and check in	
	Property inspection of the following hotels / resorts: <ul style="list-style-type: none"> - The Lind - New Coast Boracay - Belmont Hotel - Savoy Hotel 	
	Visit the Ati Community	
	Proceed to Terra Wellness at the Discovery Shores Boracay for a massage experience	
	Dinner at restaurant (TBA)	
	Overnight at the Crimson Hotel Boracay	
Day 5: Caticlan –Carabao Island		

	Breakfast	
	Proceed for sea transfer to Carabao Island (arrange for a private speedboat going to Carabao Island)	
	Property inspection of the following: <ul style="list-style-type: none"> - Dream Shore Kiwi Beach Resort - Macat-Ang Beach - Cantingas River Beach - Odiongan Sato Beach - Bon Bon Beach - Sa-id Beach Resort 	
	Lunch at the Beach during island hopping	
	Back to Mainland	
	Dinner at restaurant (TBA)	
	Overnight at resort (TBA)	
Day 6: Romblon Island		
	Breakfast	
	Proceed to Fort San Andres for Romblon Island	
	Property inspection (TBA)	
	Lunch at restaurant (TBA)	
	Proceed to the following sites (TBA)	
	Dinner at restaurant (TBA)	
	Overnight at resort (TBA)	
Day 7: Romblon to Manila		
	Breakfast	
	Proceed to Romblon Airport	
	Departure for Romblon to Manila via Air Swift	
	Arrival in Manila	
	Proceed to La Union	
	Overnight in La Union (TBA)	
Day 8: La Union		
	Breakfast	
	Inspect the following sites (TBA)	
	Lunch at restaurant (TBA)	
	Travel back to Manila	
	Snacks along the way	
END OF SITE INSPECTION		

As of 15 August 2023 (itinerary and its details are subject to change without prior notice.)

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]