

August 16, 2023

## REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2023-08-190  
**PR No.** 8.054

**Requirements :** **Services of a Tour Operator for the Media Tour and Coverage of the Philippine Travel Exchange (PHITEX) 2023**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>Airfare</b></p> <ol style="list-style-type: none"> <li>Nine (9) rebookable, reroutable, and refundable roundtrip economy air tickets inclusive of 20 kilos baggage allowance, other taxes, and applicable charges with comprehensive travel insurance</li> <li>All are seated together as much as possible and preferably front row or closer to the Entrance/Exit</li> <li>Preferred flight option: Philippine Airlines</li> <li>September 19, 2023: MNL to CEB (preferably morning flight and/or must be aligned with confirmed flight of Ms. Anthea Ifurung – TBA)</li> <li>September 22, 2023: CEB to MNLs (preferably lunch time or afternoon and/or must be aligned with confirmed return flight of Ms. Anthea Ifurung – TBA)</li> <li>Flight dates are subject to change</li> <li>Provision of airport meals (food and beverages) while waiting or in case of flight delays amounting to maximum of PhP500.00 per pax</li> </ol> <p><b>Land Transportation</b></p> <ol style="list-style-type: none"> <li>Van Rental <ul style="list-style-type: none"> <li>For Cebu City inland transportation (airport transfer and tours)</li> <li>At least two (2) vans that can accommodate at least 12 pax with enough leg room</li> <li>At least 2018 model or newer</li> <li>Must be fully air-conditioned, clean, comfortable, presentable, and in good running condition</li> <li>Rate must be inclusive of driver's fee, meals, accommodation, and comprehensive insurance, communication expenses, as well as vehicle rate, gasoline, toll fees, parking fees, overtime fees, entry passes, permits, onboard snacks (bottled water, chips/peanuts, local delicacies), umbrellas, hygiene kits, extra face masks, and first aid kit per vehicle</li> </ul> </li> </ol>		PhP500,000.00

	<ul style="list-style-type: none"> <li>• Must include portable/pocket Wi-Fi per van during the entire duration of the trip</li> <li>• With airport passes/stickers for airport terminals, if applicable</li> </ul> <p>2. Driver</p> <ul style="list-style-type: none"> <li>• Professional, highly trained, and well-uniformed</li> <li>• With trip ticket</li> <li>• Must wear company ID at all times</li> <li>• Must be equipped with a cellphone with load for easy communication with passengers</li> </ul> <p><b>Food and Beverage</b></p> <ol style="list-style-type: none"> <li>1. All meals and snack (identified in the itinerary) during the duration of the trip</li> <li>2. Must be good for 11 pax</li> </ol> <p><b>Tours/Activities</b></p> <ol style="list-style-type: none"> <li>1. All paid activities, entrance fees, and environmental fees during the duration of the trip (as indicated in the itinerary)</li> <li>2. Tour Guide/s to join the whole tour</li> <li>3. Must be good for 11 pax</li> </ol> <p><b>Tour Guide/Tour Coordinator</b></p> <ol style="list-style-type: none"> <li>1. One (1) DOT-accredited/licensed and Cebu-based Tour Guide/Tour Coordinator to join the actual tour</li> <li>2. Tour Guide/Tour Coordinator's accommodations, transportation, meals, travel insurance, and other expenses are shouldered by the supplier</li> </ol> <p><b>Tokens/Destination-based Giveaways</b></p> <ol style="list-style-type: none"> <li>1. Provision of nine (9) VIP tokens and destination-based giveaways (room drop; must be placed in a nice bag). Loot must represent the destinations well and add in items that makes the trip comfortable or fun (e.g., delicacies or pasalubong items from itinerary spots, handmade accessories, poncho, etc.)</li> <li>2. Provision of thirty (30) tokens and destination-based giveaways (e.g., delicacies or pasalubong items)</li> </ol> <p><b>Travel Insurance</b></p> <ol style="list-style-type: none"> <li>1. Provision of nine (9) comprehensive domestic travel insurance (including medical treatment, hospital income) for the duration of the trip</li> </ol> <p><b>Onsite Related Expenses</b></p> <ol style="list-style-type: none"> <li>1. Provision of onsite related expenses for incidentals and miscellaneous expenses not more than Fifteen Thousand Pesos (PhP15,000.00)</li> </ol> <p><b>Other Requirements</b></p> <ol style="list-style-type: none"> <li>1. Provide an alternative itinerary, without cost to TPB, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events.</li> </ol>		
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	<ol style="list-style-type: none"> <li>2. Final itineraries and tokens should be approved by the TPB</li> <li>3. Must be able to assist in preparing/securing entry documents, as necessary.</li> <li>4. Must be willing to respond to immediate/unforeseen changes in specifications.</li> <li>5. Tour activities and/or schedules/dates are subject to change.</li> <li>6. Other arrangements that may be mutually agreed upon by the TPB</li> </ol> <p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (for new bidder)</li> <li>2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A"</li> <li>3. Bid Proposal/Quotation with budget breakdown</li> <li>4. DOT Accreditation Certificate</li> <li>5. List of completed government and private tours, preferably in Cebu for at least five (5) years.</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's Permit</li> <li>3. SEC/DTI Certificate of Registration</li> <li>4. Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>ATTCHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications Annex "A"</li> <li>2. Itinerary Annex "B"</li> <li>3. Notarized Revised Omnibus Sworn Statement Annex "C"</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
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 **24 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**  
16 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 FOR THE MEDIA TOUR AND COVERAGE OF THE PHILIPPINE TRAVEL EXCHANGE  
(PHITEX) 2023  
TPB-RFQ 2023-08-190**

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>Airfare</b>		
1.	Nine (9) rebookable, reroutable, and refundable roundtrip economy air tickets inclusive of 20 kilos baggage allowance, other taxes, and applicable charges with comprehensive travel insurance	
2.	All are seated together as much as possible and preferably front row or closer to the Entrance/Exit	
3.	Preferred flight option: Philippine Airlines	
4.	September 19, 2023: MNL to CEB (preferably morning flight and/or must be aligned with confirmed flight of Ms. Anthea Ifurung – TBA)	
5.	September 22, 2023: CEB to MNLs (preferably lunch time or afternoon and/or must be aligned with confirmed return flight of Ms. Anthea Ifurung – TBA)	
6.	Flight dates are subject to change	
7.	Provision of airport meals (food and beverages) while waiting or in case of flight delays amounting to maximum of PhP500.00 per pax	
<b>Land Transportation</b>		
<b>Van Rental</b>		
1.	For Cebu City inland transportation (airport transfer and tours)	
2.	At least two (2) vans that can accommodate at least 12 pax with enough leg room	
3.	At least 2018 model or newer	
4.	Must be fully air-conditioned, clean, comfortable, presentable, and in good running condition	
5.	Rate must be inclusive of driver's fee, meals, accommodation, and comprehensive insurance, communication expenses, as well as vehicle rate, gasoline, toll fees, parking fees, overtime fees, entry passes, permits, onboard snacks (bottled water, chips/peanuts, local delicacies), umbrellas, hygiene kits, extra face masks, and first aid kit per vehicle	
6.	Must include portable/pocket Wi-Fi per van during the entire duration of the trip	
7.	With airport passes/stickers for airport terminals, if applicable	
<b>Driver</b>		
1.	Professional, highly trained, and well-uniformed	
2.	With trip ticket	
3.	Must wear company ID at all times	
4.	Must be equipped with a cellphone with load for easy communication with passengers	
<b>Food and Beverage</b>		
1.	All meals and snack (identified in the itinerary) during the duration of the trip	
2.	Must be good for 11 pax	
<b>Tours/Activities</b>		

1.	All paid activities, entrance fees, and environmental fees during the duration of the trip (as indicated in the itinerary)	
2.	Tour Guide/s to join the whole tour	
3.	Must be good for 11 pax	
<b>Tour Guide/Tour Coordinator</b>		
1.	One (1) DOT-accredited/licensed and Cebu-based Tour Guide/Tour Coordinator to join the actual tour	
2.	Tour Guide/Tour Coordinator's accommodations, transportation, meals, travel insurance, and other expenses are shouldered by the supplier	
<b>Tokens/Destination-based Giveaways</b>		
1.	Provision of nine (9) VIP tokens and destination-based giveaways (room drop; must be placed in a nice bag). Loot must represent the destinations well and add in items that makes the trip comfortable or fun (e.g., delicacies or pasalubong items from itinerary spots, handmade accessories, poncho, etc.)	
2.	Provision of thirty (30) tokens and destination-based giveaways (e.g., delicacies or pasalubong items)	
<b>Travel Insurance</b>		
1.	Provision of nine (9) comprehensive domestic travel insurance (including medical treatment, hospital income) for the duration of the trip	
<b>Onsite Related Expenses</b>		
1.	Provision of onsite related expenses for incidentals and miscellaneous expenses not more than Fifteen Thousand Pesos (PhP15,000.00)	
<b>Other Requirements</b>		
1.	Provide an alternative itinerary, without cost to TPB, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events.	
2.	Final itineraries and tokens should be approved by the TPB	
3.	Must be able to assist in preparing/securing entry documents, as necessary.	
4.	Must be willing to respond to immediate/unforeseen changes in specifications.	
5.	Tour activities and/or schedules/dates are subject to change.	
6.	Other arrangements that may be mutually agreed upon by the TPB	
<b>Project Implementation</b>		
1.	Date of Event: 19-22 September 2023 Destinations: Cebu City and surrounding areas Number of Pax: 9 pax	
<b>Terms of Payment</b>		
1.	Payment will be based on the actual cost.	
2.	Payment will be on a send-bill arrangement to be settled within thirty (30) working days upon receipt of Billing or Statement/Statement of Account.	
3.	The supplier must 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.	
<b>Contract Duration</b>		
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.	

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date

**PHILIPPINE TRAVEL EXCHANGE 2023  
19-22 SEPTEMBER 2023 / CEBU**

**INDICATIVE ITINERARY  
(As of 15 August 2023)**

Date / Time	Activity	Remarks
<b>19 September 2023 (Tuesday)</b>		
MORNING / LUNCHTIME	Arrival of Media in Cebu	Snacks at airport
	<b>Breakfast / Brunch</b>	E.g., Dine.PH
02:00 PM	Hotel Check-in	
04:00 PM	Welcoming of Media / Relaxation time with food and beverages (including cocktails) at the hotel	
07:00 PM	Dinner in a restaurant	E.g., Pig and Palm, CAVA, The Pyramid, Circa 1900
09:30 PM	Head back to hotel	
<b>20 September 2023 (Wednesday)</b>		
06:00 AM – 07:30 AM	Breakfast at Hotel	
07:45 AM	Leave for PHITEX 2023 Ceremony Venue	
08:30 AM – 08:45 AM	Media arrival at venue	
08:45 AM – 08:47 AM	Philippine National Anthem	
08:47 AM – 08:52 AM	Invocation	
08:52 AM – 09:00 AM	Opening Ceremony (Entertainment)	Attire: Business Attire or Filipiniana
09:00 AM – 09:05 AM	<b>Welcome Remarks</b> <b>Maria Margarita Montemayor Nograles (TBC)</b> Chief Operating Officer, Tourism Promotions Board	
09:05 AM – 09:12 AM	<b>Opening Remarks</b> <b>Ma. Esperanza Christina Garcia Frasco (TBC)</b> Secretary, Department of Tourism	
09:12 AM – 09:20 AM	Presentation of PHITEX infographics	
09:20 AM – 09:30 AM	Reminders/Announcements/Signal the start of B2B	
09:30 AM	Media Assembly	
09:45 AM - 11:30 AM	Villa Welcome Mini Tour of Fili Hotel	Free roam and photo sessions
12:00 PM	Lunch in PHITEX venue	% TPB
01:00 PM	Leave for hotel	
2:00 PM – 5:00 PM	Wellness activity in hotel or other spas and snacks	e.g., Spa del Mar Movenpick Hotel, Sheraton Hotel % tour operator
06:00 PM – 06:30 PM	Freshen up at hotel	
07:00 PM – 07:30 PM	Proceed to <b>Welcome Dinner Reception</b> Arrival of Guests	Attire: Formal / Black Tie / Modern Filipiniana
07:30 PM – 07:35 PM	Start of Welcome Dinner Reception / Invocation	% TPB
07:35 PM – 07:40 PM	<b>Keynote Address</b> <b>Maria Margarita Montemayor Nograles (TBC)</b> Chief Operating Officer, Tourism Promotions Board	
07:40 PM – 07:45 PM	<b>Message from Guest of Honor</b> <b>Gov. Gwendolyn F. Garcia</b> Provincial Government of Cebu	
07:45 PM – 07:50 PM	<b>Inspirational Message</b> <b>Ma. Esperanza Christina Garcia Frasco (TBC)</b> Secretary, Department of Tourism	
07:50 PM	Dinner with ambient / canned music	

	Entertainment	
10:30 PM	End of Welcome Dinner Reception	
<b>21 September 2023 (Thursday)</b>		
06:00 AM – 06:45 AM	Breakfast at Hotel	
07:00 AM	Proceed to Aloguinsan, Cebu for Bojo River Tour	This is weather and tide dependent. Please suggest 2-3 more tour options.
09:00 AM	Arrive at Bojo River / Orientation	
	Snacks	
10:00 AM	Start of Tour	
01:00 PM	Late Lunch at Bojo River	% tour operator
02:30 PM	Leave for Cebu City	
06:00 PM	ETA - Hotel	
06:30 PM	Proceed to dinner venue	
07:30 PM	ETA dinner venue Start of Networking Cocktails / Invocation	Light dinner % tour operator e.g., The Kitchen, The Reef Island
07:35 PM	<b>Message of Gratitude</b> Maria Margarita Montemayor Nograles (TBC) Chief Operating Officer, Tourism Promotions Board	Attire: Tropical Party
07:40 PM	Heavy Cocktails	
08:00 PM	Entertainment	
11:00 PM	End of Networking Cocktails Return to Fili Hotel	
<b>22 September 2023 (Friday)</b>		
TBA	Leave for Manila	

**\* INDICATIVE ITINERARY SUBJECT TO CHANGE**

**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]*