

August 17, 2023

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2023-08-191**
PR No. **6.072**

Requirements : **Service Provider to Provide the Logistic Requirements of the Philippine Motorcycle Tourism (PMT) Support to Adventure Team Philippines (ATPI)**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Transportation</p> <ol style="list-style-type: none"> Two (2) units of van for December 1 – 2, 2023 <ul style="list-style-type: none"> 10 to 12-seater Air-conditioned, clean, and in good running condition Preferably at least 2018 model Toyota Grandia Route: Metro Manila, Cavite, Laguna Point to point services for TPB Employees 12 hours/day including additional 4 hours of overtime pay if needed Rates must include the use of vehicles, drivers' services, drivers' meals, driver's accommodation (if needed), toll fees with RFID, communication expenses, overtime pay, parking fees, entry passes and permits, and gasoline Driver <ul style="list-style-type: none"> Well uniform driver Must be fully vaccinated Must wear company ID at all times Must be equipped with a cellphone with load for easy communication with passengers <p>Accommodation for TPB Personnel</p> <ol style="list-style-type: none"> Three (3) rooms with two (2) beds at Business category (if applicable/available) or its equivalent inclusive of breakfast Dates: December 2-3, 2023 At least 3-4star hotel <p>Meals of TPB Personnel</p> <ol style="list-style-type: none"> Meals for ten (10) pax maximum of One Thousand Pesos only (PhP1,000.00) per pax per day <p>Onsite Related Expenses</p> <ol style="list-style-type: none"> Provision of onsite-related expenses not more than Six Thousand Pesos (PhP6,000.00) 		PhP900,000.00

	<p>Venue Rental with Catering for the Riders</p> <ol style="list-style-type: none"> 1. Can accommodate up to six hundred (600) pax 2. Provision of complete meals with a budget amounting to Php360,000.00 to Php400,000.00 for 600 pax 3. Managed buffet with one round of iced tea, juice, or soda in a round table set-up 4. Drinking water shall be provided for the participants. 5. With free-flowing coffee/tea during the event 6. Must be able to accommodate dietary restrictions of guests/participants (Halal, vegetarians, diabetics, allergies, etc.) 7. Food served shall be fresh, hot and ready at least 30 minutes before each meal 8. Must submit menu selection prior to the event for end-user's approval 9. Dressed tables/chairs with center piece according to the theme 10. All dinnerware and glassware necessary for the event 11. With uniformed and well-trained banquet service personnels 12. With centralized air conditioning system and well-lit 13. Preferably the venue is Aquamarine Recreational Center in Banay-Banay, Lipa City 14. At least 10% buffer for the food <p>Technical Requirements and Entertainment</p> <ol style="list-style-type: none"> 1. Venue Set-up <ul style="list-style-type: none"> • Stage set-up and backdrop • Other applicable settings of the venue • Can provide basic sound system with wireless microphone, if necessary • Provision of stage with at least 2 -3 feet high and podium, if applicable 2. Entertainment <ul style="list-style-type: none"> • Preferably acoustic guitarist for the intermission number <p>Other Requirements</p> <ol style="list-style-type: none"> 1. Must be willing to respond to immediate/unforeseen changes in specifications. 2. Other arrangements that may be mutually agreed upon by the TPB 3. The proposals shall include the incidental service requirements and fees <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A" 3. DOT Accreditation Certificate <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. SEC/DTI/CDA Certificate of Registration 		
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	4. Notarized Revised Omnibus Sworn Statement Annex "B" ATTCHMENTS: 1. Statement of Compliance to the Technical Specifications Annex "A" 2. Itinerary Annex "B" 3. Notarized Revised Omnibus Sworn Statement Annex "C" NOTE: 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 PhP900,000.00 inclusive of all applicable taxes.		PhP900,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil.fajardo@tpb.gov.ph not later than **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
17 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
SERVICE PROVIDER TO PROVIDE THE LOGISTIC REQUIREMENTS OF THE PHILIPPINE MOTORCYCLE TOURISM
(PMT) SUPPORT TO ADVENTURE TEAM PHILIPPINES (ATPI)
TPB-RFQ 2023-08-191**

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)
Transportation		
1.	Two (2) units of van for December 1 – 2, 2023 <ul style="list-style-type: none"> • 10 to 12-seater • Air-conditioned, clean, and in good running condition • Preferably at least 2018 model Toyota Grandia • Route: Metro Manila, Cavite, Laguna • Point to point services for TPB Employees • 12 hours/day including additional 4 hours of overtime pay if needed • Rates must include the use of vehicles, drivers' services, drivers' meals, driver's accommodation (if needed), toll fees with RFID, communication expenses, overtime pay, parking fees, entry passes and permits, and gasoline 	
2.	Driver <ul style="list-style-type: none"> • Well uniform driver • Must be fully vaccinated • Must wear company ID at all times • Must be equipped with a cellphone with load for easy communication with passengers 	
Accommodation for TPB Personnel		
1.	Three (3) rooms with two (2) beds at Business category (if applicable/available) or its equivalent inclusive of breakfast	
2.	Dates: December 2-3, 2023	
3.	At least 3-4star hotel	
Meals of TPB Personnel		
1.	Meals for ten (10) pax maximum of One Thousand Pesos only (PhP1,000.00) per pax per day	
Onsite Related Expenses		
1.	Provision of onsite-related expenses not more than Six Thousand Pesos (PhP6,000.00)	
Venue Rental with Catering for the Riders		
1.	Can accommodate up to six hundred (600) pax	
2.	Provision of complete meals with a budget amounting to Php360,000.00 to Php400,000.00 for 600 pax	
3.	Managed buffet with one round of iced tea, juice, or soda in a round table set-up	
4.	Drinking water shall be provided for the participants.	
5.	With free-flowing coffee/tea during the event	
6.	Must be able to accommodate dietary restrictions of guests/participants (Halal, vegetarians, diabetics, allergies, etc.)	
7.	Food served shall be fresh, hot and ready at least 30 minutes before each meal	
8.	Must submit menu selection prior to the event for end-user's approval	
9.	Dressed tables/chairs with center piece according to the theme	

10.	All dinnerware and glassware necessary for the event											
11.	With uniformed and well-trained banquet service personnels											
12.	With centralized air conditioning system and well-lit											
13.	Preferably the venue is Aquamarine Recreational Center in Banay-Banay, Lipa City											
14.	At least 10% buffer for the food											
Technical Requirements and Entertainment												
1.	Venue Set-up <ul style="list-style-type: none"> • Stage set-up and backdrop • Other applicable settings of the venue • Can provide basic sound system with wireless microphone, if necessary • Provision of stage with at least 2 -3 feet high and podium, if applicable 											
2.	Entertainment <ul style="list-style-type: none"> • Preferably acoustic guitarist for the intermission number 											
Other Requirements												
1.	Must be willing to respond to immediate/unforeseen changes in specifications.											
2.	Other arrangements that may be mutually agreed upon by the TPB											
3.	The proposals shall include the incidental service requirements and fees											
Project Implementation												
1.	<div> <div>+</div> <table border="1"> <thead> <tr> <th>PARTICULARS</th> <th>TERMS OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td>Confirmation of venue bookings with caterings and menu</td> <td>Within 3-5 calendar days from receipt of the NTP</td> </tr> <tr> <td>Complete hotel bookings and approved entertainment</td> <td>Within 5-10 days before the event</td> </tr> <tr> <td>Complete delivery of services</td> <td>Within 10 calendar days before the event, subject to mutual agreement with TPB and winning bidder</td> </tr> <tr> <td>Submission of Accomplishment Report</td> <td>Within 5 calendar days after the event, subject to mutual agreement with TPB and winning bidder</td> </tr> </tbody> </table> </div>	PARTICULARS	TERMS OF PAYMENT	Confirmation of venue bookings with caterings and menu	Within 3-5 calendar days from receipt of the NTP	Complete hotel bookings and approved entertainment	Within 5-10 days before the event	Complete delivery of services	Within 10 calendar days before the event, subject to mutual agreement with TPB and winning bidder	Submission of Accomplishment Report	Within 5 calendar days after the event, subject to mutual agreement with TPB and winning bidder	
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Submission of Accomplishment Report	Within 5 calendar days after the event, subject to mutual agreement with TPB and winning bidder											
Terms of Payment												
1.	Payment will be on a send-bill arrangement.											
2.	Payment Term is thirty (30) working days upon receipt of Statement of Account (SOA) or Billing.											
3.	Payment will be based on the actual cost.											
4.	Secured sponsorship or discounted rates should be deducted to total expenses.											
5.	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.											
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.											

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 : PHILIPPINE MOTORCYCLE TOURISM (PMT)Support to Riders: Adventure Team Philippines, Inc.
Date : December 2-3, 2023
Venue : Lipa City

Date / Time	Activity	Remarks
Day 1 – December 2, 2023 (Saturday)		
09:30H	ETD Manila to Lipa City	
11:30H	Lunch and Meeting coordination with ATPI	
	Overnight at hotel in Lipa	
Day 2 – December 3, 2023 (Sunday)		
	Breakfast at hotel	
07:30H	Preparation and coordination for the ingress	
08:00H	Arrival and Registration of Guests	
	Program Proper	
09:00H	Welcome Remarks by ATPI President	
09:10H	National Anthem	
09:15H	Invocation	
09:20H	Introduction of Guests ATPI VP Demi Dimayuga	
09:30H	Welcome Remarks by Chairman F. Rivera	
09:45H	Recognition of 2020-2023 Philippine Loop Adventure Tour Finishers	
10:15H	Special Awards to Deserving Finishers	
10:30H	Presentation/Judging of Top 10 Videos for Best 2020-2023 Philippine Loop Video	
11:00H	Presentation/Judging of Video Entries by BMW	
11:20H	Lunch (Presentation of Sponsors) Tabulation of Winners	
12:00H	Announcement of Best Video Contest	
12:15H	Awarding of Cash Prizes for the Winners	
13:00H	Closing Remarks, Pictorial with Winners, and Sponsors	
13:10H	Egress	
14:00H	Depart Venue point to point services of transportation for TPB Personnel for the North and South	

As of: 11 July 2023

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]