

## REQUEST FOR QUOTATION

13 October 2023

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

**Quotation No.** TPB-PR.2023-10-279

**PR No.** 10.044

### REQUIREMENTS: **Services of Tour Operator – Australia Travel Agents Fam Trip 2023**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE AND DELIVERABLES:</b></p> <ul style="list-style-type: none"> <li>The project requires the services of a tour operator who will help and assist in the implementation of the said familiarization tour, based on the rough itinerary prepared by TPB;</li> <li>The trip will be participated by eight (8) travel agents and one (1) TPB officer;</li> <li>Secured sponsorship or discounted rates should be deducted from total expenses; and</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> </ul> <p><b>DELIVERABLES SPECIFICATIONS</b></p> <p>Participants Estimated total no. of participants: 9 pax (inclusive of TPB and DOT FO representatives) Minimum guarantee: 9 pax</p> <p>Note: 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 one (1) person.</p> <p><b>I. International Air Tickets and Tax/surcharge</b></p> <ol style="list-style-type: none"> <li>Seven (7) Australian Travel Agents Sydney – Manila – Sydney <ol style="list-style-type: none"> <li>Sydney – Manila: 15 November 2023</li> <li>Manila – Sydney: 24 November 2023</li> </ol> </li> </ol> <p><b>II. Domestic Air Tickets and Tax/surcharge</b></p> <ol style="list-style-type: none"> <li>16 November 2023: Manila to Coron (8 agents and 1 TPB officer)</li> <li>19 November 2023: Coron to El Nido (8 agents</li> </ol>	PhP998,000.00	PhP 998,000.00

	<p>and 1 TPB officer)</p> <p>3. 23 November 2023: Puerto Princesa to Manila (8 agents and 1 TPB officer)</p> <p>*International and Domestic air tickets will be sponsored by the Philippine Airlines except for the taxes, surcharges and additional baggage allowance in the amount of PHP 79,859.20 (PAL) and PHP 15,984.00 (Airswift) to be shouldered by the bidder.</p> <p>*Airswift to provide 1 complimentary seat and 8 seats at a 50% discount</p> <p><b>III. Travel Insurance    Travel insurance with coverage worth PhP 1 Million/pax</b></p> <p><b>IV. Transportation</b></p> <p><b>Location: Metro Manila</b>  <b>Duration: 15 to 16 and 23 to 24 November 2023</b></p> <p>a. One (1) coaster</p> <p>b. 25 seater plus luggage compartment and comfortable chairs for a long travel</p> <p>c. Vehicle maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</p> <p>d. Daily disinfection of vehicle and ensure cleanliness at all times.</p> <p>e. Vehicle year model must be at least 2019 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.</p> <p>f. Vehicle 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>g. Maximum of 15 hours per day inclusive of overtime and drivers' fee.</p> <p>h. Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses.</p> <p>i. Must be DOT accredited</p> <p>j. Driver should have strong navigation skills, always in proper attire or uniform, presentable and</p>		
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	<p>experienced in interacting with foreign guests.</p> <p><b>Location: Coron, Palawan</b>  <b>Duration: 16 to 19 November 2023</b></p> <p>a. Three (3) vans / One (1) Coaster  b. Minimum 6-seater vans plus luggage and comfortable chair for a long travel  c. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.  d. Daily disinfection of vehicles and ensure cleanliness at all times.  e. Vehicles year model must be at least 2019 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.  f. 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.  g. Maximum of 15 hours per day inclusive of overtime and drivers' fee.  h. Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses.  i. Must be DOT accredited  j. Drivers should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</p> <p><b>Location: El Nido and Puerto Princesa, Palawan</b>  <b>Duration: 19 to 23 November 2023</b></p> <p>a. Three (3) vans / One (1) Coaster  b. Minimum 6-seater vans plus luggage and comfortable chair for a long travel  c. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.  d. Daily disinfection of vehicles and ensure cleanliness at all times.  e. Vehicles year model must be at least 2019 or newer; should the vehicle develop any mechanical</p>		
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	<p>fault in transit, the tour operator must have a replacement within an hour.</p> <p>f. 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>g. Maximum of 15 hours per day inclusive of overtime and drivers' fee.</p> <p>h. Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses.</p> <p>i. Must be DOT accredited</p> <p>j. Drivers should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</p> <p><b>V. Accommodation</b>  Total no. of pax: 9  Duration:  1. Manila: 15 to 16 and 23 to 24 November 2023  2. Coron: 16 to 19 November 2023  3. El Nido: 19 to 22 November 2023  4. Puerto Princesa: 22 to 23 November 2023  a. 9 Single Deluxe rooms  b. Complimentary breakfast  c. DOT accredited hotel/resort  d. 4-star property or higher</p> <p><b>VI. Meals and Beverages</b>  Provision of full-board meals and beverages for 9 pax for the whole duration of the trip      a.  Inclusive of AM and PM snacks, lunch, and dinner  b. Menu to be approved by TPB  c. Winning bidder to provide proposed menu at least three (3) days before the event</p> <p>Additional notes:  <ul style="list-style-type: none"> <li>• Family or buffet style</li> <li>• Three (3) rounds of non-alcoholic beverage or alcoholic beverage per meal</li> <li>• TPB representative to finalize the order/s per meal based on the itinerary.</li> <li>• Ensure consideration of dietary requirements</li> </ul> </p>		
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	<p>and provision of alternative special dishes, if any.</p> <ul style="list-style-type: none"> <li>Should the TPB/DOT be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB).</li> </ul> <p><b>VII. Tour Activities</b></p> <p>a. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for 9 pax.</p> <p>b. Cover entrance and environmental fees, if needed.</p> <p>Additional notes:</p> <ul style="list-style-type: none"> <li>Tour activities and dates are subject to change based on recommendations of TPB, DOT Foreign and/or Regional Offices involved.</li> <li>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.</li> </ul> <p><b>VIII. Tour Kits</b></p> <p>Provision of safety tour kits for 9 pax to include the following:</p> <ol style="list-style-type: none"> <li>Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging</li> <li>500 ml reusable water tumbler</li> <li>Two (2) pieces individually wrapped disposable KN94 masks</li> <li>One (1) pack of facial tissue</li> <li>One (1) pack wet wipes (biodegradable bamboo fiber material)</li> <li>50 ml. of 70% isopropyl alcohol in spray bottle</li> <li>Hand sanitizer</li> <li>Mints</li> <li>Mosquito repellant in spray</li> <li>Sunblock</li> <li>Disposable hooded emergency raincoat</li> </ol> <p>Health/first aid kit to be kept by the tour coordinator and/or tour guide to include at least 6 pieces of the following medicines:</p> <ol 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> </ol>		
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	<p><b>IX. Tour Guide</b> Provision of one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications:</p> <ol style="list-style-type: none"> <li>Must be expert or familiar of the destination</li> <li>Must be fluent and conversant in English</li> <li>Must have an in-depth knowledge of the Philippines</li> </ol> <p><b>X. Tour Coordinator</b> 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. Additional Notes:</p> <ol style="list-style-type: none"> <li>Tour Coordinator must have at least three (3) years relevant experience.</li> <li>Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid.</li> <li>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.</li> </ol> <p><b>XI. Tour Signage, Banner and Itinerary Booklet</b></p> <ul style="list-style-type: none"> <li>Provision of vehicle banners, identifiers for the delegates.</li> <li>Banner for group photos</li> <li>Provision of a printed and digital tour booklet showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details.</li> </ul> <p>*Proposed booklet will be subject for TPB's approval*</p> <p><b>XII. Miscellaneous Expenses</b> (Inclusive of communication expenses, coordination meetings, excess baggage, and other on-site related expenses)</p>		
	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>DOT Accreditation Certificate; and</li> <li>Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the opening of bids</li> <li>Itinerary and dates may be subject to change based on the availability of flights, accommodation,</li> </ul>		

	activities, and travel restrictions/quarantine status of the chosen destinations, if applicable; and - Properties must observe health and safety protocols.		
	<b>ATTACHMENTS:</b> - Technical Specification ( <b>Annex “A”</b> ) Bidder’s Statement of Compliance <b>NOTE:</b> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.		
	<b>LEGAL REQUIREMENT:</b> a. PhilGEPS Certificate b. Mayor’s Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Omnibus Sworn Statement ( <b>Annex “B”</b> ) Company profile ( <b>New Supplier</b> )		
	<b><u>SCHEDULE OF REQUIREMENTS</u></b> The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.		
	<b><u>PROJECT TIMELINE/IMPLEMENTATION:</u></b>  Location: Metro Manila and Palawan Indicative dates: 15 to 24 November 2023  The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables		
	<b><u>TERMS OF PAYMENT</u></b> - Willing to provide services on a send bill arrangement based on the entire actual cost; - Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns; - The bidder is encouraged to have a Landbank account and/or must be willing to shoulder the bank charges; and - Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement must be based on the actual number of participants). TPB shall inform		

	of the sponsorships two (2) weeks before the date of the event.  Please send the billing statement to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board Philippines 4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP998,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **mike\_solo@tpb.gov.ph** and the hard copy of quotation and legal documents in Tourism Promotions Board, 4<sup>th</sup> Floor Legaspi Towers, Vito Cruz Malate Manila not later than **19 October 2023 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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**  
13 October 2023

Acting Head

Procurement and General Services Division

Administrative Department

Contact Person

**MIKE ANTHONY SOLO**

Contact No.

(8) 525-7312 local 273

**TECHNICAL SPECIFICATION**

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	<b>Services of Tour Operator – Australia Travel Agents Fam Trip 2023</b>	1 Lot	
	<ul style="list-style-type: none"> <li>The project requires the services of a tour operator who will help and assist in the implementation of the said familiarization tour, based on the rough itinerary prepared by TPB;</li> <li>The trip will be participated by eight (8) travel agents and one (1) TPB officer;</li> <li>Secured sponsorship or discounted rates should be deducted from total expenses; and</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> </ul> <p><b>DELIVERABLES SPECIFICATIONS</b></p> <p>Participants</p> <p>Estimated total no. of participants: 9 pax (inclusive of TPB and DOT FO representatives)</p> <p>Minimum guarantee: 9 pax</p> <p>Note: 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 one (1) person.</p> <p>I. International Air Tickets and Tax/surcharge</p> <p>1. Seven (7) Australian Travel Agents Sydney – Manila – Sydney</p> <p>a. Sydney – Manila: 15 November 2023</p> <p>b. Manila – Sydney: 24 November 2023</p> <p>II. Domestic Air Tickets and Tax/surcharge</p> <p>1. 16 November 2023: Manila to Coron (8 agents and 1 TPB officer)</p> <p>2. 19 November 2023: Coron to El Nido (8 agents and 1 TPB officer)</p>		

<p>3. 23 November 2023: Puerto Princesa to Manila (8 agents and 1 TPB officer)</p> <p>*International and Domestic air tickets will be sponsored by the Philippine Airlines except for the taxes, surcharges and additional baggage allowance in the amount of PHP 79,859.20 (PAL) and PHP 15,984.00 (Airswift) to be shouldered by the bidder.</p> <p>*Airswift to provide 1 complimentary seat and 8 seats at a 50% discount</p> <p>III. Travel Insurance Travel insurance with coverage worth PhP 1 Million/pax</p> <p>IV. Transportation</p> <p>Location: Metro Manila</p> <p>Duration: 15 to 16 and 23 to 24 November 2023</p> <ol style="list-style-type: none"> <li>a. One (1) coaster</li> <li>b. 25 seater plus luggage compartment and comfortable chairs for a long travel</li> <li>c. Vehicle maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>d. Daily disinfection of vehicle and ensure cleanliness at all times.</li> <li>e. Vehicle year model must be at least 2019 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.</li> <li>f. Vehicle 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.</li> <li>g. Maximum of 15 hours per day inclusive of overtime and drivers' fee.</li> <li>h. Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses.</li> <li>i. Must be DOT accredited</li> </ol>		
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<p>j. Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests. Location: Coron, Palawan Duration: 16 to 19 November 2023</p> <p>a. Three (3) vans / One (1) Coaster</p> <p>b. Minimum 6-seater vans plus luggage and comfortable chair for a long travel</p> <p>c. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</p> <p>d. Daily disinfection of vehicles and ensure cleanliness at all times.</p> <p>e. Vehicles year model must be at least 2019 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.</p> <p>f. 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>g. Maximum of 15 hours per day inclusive of overtime and drivers' fee.</p> <p>h. Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses.</p> <p>i. Must be DOT accredited</p> <p>j. Drivers should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests. Location: El Nido and Puerto Princesa, Palawan Duration: 19 to 23 November 2023</p> <p>a. Three (3) vans / One (1) Coaster</p> <p>b. Minimum 6-seater vans plus luggage and comfortable chair for a long travel</p> <p>c. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</p>		
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	<p>Additional notes:</p> <ul style="list-style-type: none"> <li>• Family or buffet style</li> <li>• Three (3) rounds of non-alcoholic beverage or alcoholic beverage per meal</li> <li>• TPB representative to finalize the order/s per meal based on the itinerary.</li> <li>• Ensure consideration of dietary requirements and provision of alternative special dishes, if any.</li> <li>• Should the TPB/DOT be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB).</li> </ul> <p>VII. Tour Activities</p> <p>a. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for 9 pax.</p> <p>b. Cover entrance and environmental fees, if needed.</p> <p>Additional notes:</p> <ul style="list-style-type: none"> <li>• Tour activities and dates are subject to change based on recommendations of TPB, DOT Foreign and/or Regional Offices involved.</li> <li>• 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.</li> </ul> <p>VIII. Tour Kits</p> <p>Provision of safety tour kits for 9 pax to include the following:</p> <ol style="list-style-type: none"> <li>Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging</li> <li>500 ml reusable water tumbler</li> <li>Two (2) pieces individually wrapped disposable KN94 masks</li> <li>One (1) pack of facial tissue</li> <li>One (1) pack wet wipes (biodegradable bamboo fiber material)</li> <li>50 ml. of 70% isopropyl alcohol in spray bottle</li> <li>Hand sanitizer</li> <li>Mints</li> <li>Mosquito repellent in spray</li> </ol>		
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	<p>j. Sunblock</p> <p>k. Disposable hooded emergency raincoat</p> <p>Health/first aid kit to be kept by the tour coordinator and/or tour guide to include at least 6 pieces of the following medicines:</p> <p>a. Antacid for upset stomach</p> <p>b. Paracetamol for headache and fever</p> <p>c. Antihistamine for allergies</p> <p>d. Loperamide for diarrhea</p> <p>e. Meclizine hydrochloride for motion sickness</p> <p>f. Ibuprofen for pain reliever</p> <p>IX. Tour Guide</p> <p>Provision of one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications:</p> <p>a. Must be expert or familiar of the destination</p> <p>b. Must be fluent and conversant in English</p> <p>c. Must have an in-depth knowledge of the Philippines</p> <p>X. Tour Coordinator</p> <p>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.</p> <p>Additional Notes:</p> <p>a. Tour Coordinator must have at least three (3) years relevant experience.</p> <p>b. Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid.</p> <p>c. 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.</p> <p>XI. Tour Signage, Banner and Itinerary Booklet</p> <ul style="list-style-type: none"> <li>• Provision of vehicle banners, identifiers for the delegates.</li> <li>• Banner for group photos</li> <li>• Provision of a printed and digital tour booklet showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details.</li> </ul>		
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	<p>*Proposed booklet will be subject for TPB's approval*</p> <p>XII. Miscellaneous Expenses (Inclusive of communication expenses, coordination meetings, excess baggage, and other on-site related expenses)</p>		
	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <p>Tourist Land Transport Operator/Certificate</p> <ul style="list-style-type: none"> <li>- Department of Tourism (DOT) Accreditation</li> <li>- LTFRB Accreditation</li> <li>- PHILGEPS Platinum Member</li> <li>- At least 10 years of experience/expertise in land transportation service</li> <li>- List of international groups/events or foreign clients handled for the last five (5) years</li> <li>- Provide point person/coordinators/dispatchers during the arrival of buyers, event proper, and departure of buyers</li> <li>- Submission of proof of purchase of vehicles of at least five (5) each type of vehicles.</li> </ul>		
	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>- DOT Accreditation Certificate; and</li> <li>- Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the opening of bids</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, if applicable; and</li> <li>- Properties must observe health and safety protocols.</li> </ul>		
	<p><b>ATTACHEMENTS:</b></p> <ul style="list-style-type: none"> <li>- Technical Specification (<b>Annex "A"</b>)</li> <li>Bidder's Statement of Compliance</li> </ul> <p><b>NOTE:</b></p> <p>3. All entries must be typewritten on your company letterhead.</p> <p>4. Price Validity shall be for a period of thirty (30) calendar days.</p>		
	<p><b>LEGAL REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>f. PhilGEPS Certificate</li> <li>g. Mayor's Business Permit</li> <li>h. SEC/DTI Registration Certificate</li> </ul>		

	i. Income/Business Tax Return j. Omnibus Sworn Statement ( <b>Annex "B"</b> ) Company profile ( <b>New Supplier</b> )		
	<b><u>SCHEDULE OF REQUIREMENTS</u></b> The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.		
	<b><u>PROJECT TIMELINE/IMPLEMENTATION:</u></b>  Location: Metro Manila and Palawan Indicative dates: 15 to 24 November 2023  The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables		
	<b><u>TERMS OF PAYMENT</u></b> - Willing to provide services on a send bill arrangement based on the entire actual cost; - Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns; - The bidder is encouraged to have a Landbank account and/or must be willing to shoulder the bank charges; and - Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement must be based on the actual number of participants). TPB shall inform of the sponsorships two (2) weeks before the date of the event.  Please send the billing statement to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board Philippines 4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104		

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

\_\_\_\_\_  
Name of Company/Bidder

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

**"SAMPLE FORMAT"**

Date

Annex "B"

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]