

REQUEST FOR QUOTATION

04 October 2023

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

Quotation No. TPB-PR. 2023-10-260

PR No. 9.064

REQUIREMENTS: Services of Tour Operator for Philippine Orthopedic Operator (POA) 74th Annual Congress

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE AND DELIVERABLES:</p> <p>A. HALF DAY CITY TOUR (MANILA) WITH LUNCH</p> <p>Specifications</p> <p>Indicative Date/Time</p> <p>16 November 2023 (Thursday)</p> <p>8:00 AM – 2:00 PM</p> <p>Destinations From EDSA Shangri-La Hotel, pass by Roxas Boulevard, CCP Complex, MOA Complex, ASEAN/Entertainment City; Rolling Tour of Rizal Park/Luneta; Fort Santiago; Ride through Intramuros, pass by Manila Cathedral; San Agustin Church and Casa Manila/Plaza San Luis Complex; Destilleria Limtuaco Museum or National Museum of Natural History; Lunch at Barbara's Heritage Restaurant; Shop stores.</p> <p>Minimum Pax Guarantee 30 pax</p> <p>Maximum Number of Pax 50 pax</p> <p>Lunch, with light musical entertainment</p> <p>Lunch buffet in a Filipino themed restaurant within Intramuros, with live musicians to serenade the participants while having lunch</p> <p>Tokens Locally-made/sourced souvenir item</p> <p>1. Transportation</p>	PhP430,000.00	PhP430,000.00

	<ul style="list-style-type: none"> • Must provide two (2) units air-conditioned 22 to 27-seater coaster/coach or one (1) unit air-conditioned 45 to 50-seater tourist bus. Preferably, new, or not older than three years, subject to the approval of the TPB. • Must provide professional and licensed driver with a good personality and well groomed. • Must cover gasoline expenses, tolls and parking fees <p>2. Tour Guide</p> <ul style="list-style-type: none"> • Must provide at least two (2) duly licensed and/or DOT-accredited tours guides, and preferably from a known/reputable organization that provides tour guide. • Must be fluent and conversant in English and well-versed in Philippine history, culture, tradition, art, as well as current events. <p>3. Lunch</p> <ul style="list-style-type: none"> • Must provide a buffet lunch package inclusive of drinks/refreshments at a Filipino heritage-themed restaurant in Intramuros, in a private room (exclusive for the group) set-up • Provision of live musicians to serenade the group while having lunch, preferably strings trio or quartet <p>4. First-Aid Kit</p> <p>Must provide First Aid Kit on board the tour vehicle, with basic medicines for headache, motion sickness, antacid for upset stomach, diarrhea, antihistamine for allergies, fever, pain reliever, etc.</p> <p>5. Tour Kit/Amenities</p> <ul style="list-style-type: none"> • Must provide amenities (to include travel necessities) for each participant, i.e. wet and dry tissues, sanitizer/alcohol, mints, cold towels, face masks, etc. packed in a sustainable (preferably native) pouch/bag • Must provide drinking water on board (preferably not in plastic bottles) • Provision of hooded ponchos, in case of rain/bad weather. <p>6. Ground / Entrance Fees</p> <p>Must cover all expenses related to the conduct of the tours such as entrance/admission fees, and the like.</p>		
--	---	--	--

	<p>7. Token with packaging</p> <ul style="list-style-type: none"> • Must provide a locally-made/sourced souvenir item, inclusive of packaging, for each tour participant • Token items and packaging materials must have a Filipino-themed design and must not reflect the tour operator's logo • Item and packaging will be subject to TPB's prior approval <p>8. Others</p> <ul style="list-style-type: none"> • Must submit a proposed itinerary with suggested sites/destinations to visit • Must mention/specify the suggested token in their bid proposal, with a brief description of both the item/s and the packaging • Must provide one dedicated travel coordinator • Must provide an itinerary booklet for each tour participant containing the list, with brief description, of the sites/destinations included in the tour • Must provide a banner/streamer and appropriate signage for the bus or coaches/coasters, and for group pictorials; design/specs subject to TPB's approval • Provision of photo/video coverage of the tour, for output of good quality photos and raw video footages, to be stored in a Google drive folder and shared to TPB after the tour, plus backup copy in a USB flash drive to be delivered to TPB no more than two (2) weeks after the tour <p>B. CULTURAL ENTERTAINMENT/SHOW</p> <p>1. Specifications</p> <p>Function Opening Ceremony</p> <p>Indicative Date/Time 15 November 2023 (Wednesday), 8:00 AM</p> <p>Venue Isla Ballroom, EDSA Shangri-La Hotel</p> <p>Length of Show 10-15 minutes</p> <p>Performance Theme Masskara / Ati-Atihan Festival Dance</p> <p>with drumbeaters</p> <p>2. Show Description</p>		
--	---	--	--

	<ul style="list-style-type: none"> • The performance/show should feature Masskara Festival and/or Ati-Atihan Festival dances, music, songs • The presentation must feature energetic dancing to live drumbeaters music, to draw the crowd's attention for a duration of 10 to 15 minutes <p>3. Requirements</p> <ul style="list-style-type: none"> • Must provide the best and most appropriate Filipino performers for the show; • Must provide the necessary costumes and props of the performers; • Must arrange for, and shoulder, the performers' travel and other expenses, including airfare/land/sea transportation, accommodation, meals, and other miscellaneous expenses, as needed; • Must coordinate with the contact person of the event organizer and the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels, schedule of the dry run, and other elements of the show. <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</p> <p>The Tour Operator:</p> <ol style="list-style-type: none"> 1. Must be a DOT-accredited tour operator. (Provide a copy of valid DOT accreditation certificate) 2. Must provide a copy of DOT accreditation of tour guides engaged to conduct the tour 3. Must be engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid. (Provide a list of government and private sectors similar projects handled for the past five years) <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Omnibus Sworn Statement (Annex "B") f. Company profile (New Supplier) 		
--	--	--	--

ATTACHMENTS:

- Technical Specification (**Annex “A”**)
Bidder’s Statement of Compliance

NOTE:

1. All entries must be typewritten on your company letterhead.
2. Price Validity shall be for a period of thirty (30) calendar days.

PROJECT IMPLEMENTATION SCHEDULE

Cultural Entertainment (Opening Ceremony)	15 November 2023 (Wednesday) 8:00 AM
Half-day City Tour and Lunch	16 November 2023 (Thursday) 8:00 AM – 2:00 PM

PAYMENT TERMS AND SCHEDULE:

- A. Send bill arrangement.
- B. Billing must be based on actual number of tour participants with a minimum guarantee of 30 pax, and the additional cost for the cultural entertainment/show
- C. Supplier must submit the following documents:
 - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

Chief Operating Officer / Officer-in-Charge
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

- Photo/Video documentation of the tour in digital format, stored in a Google drive folder, with link to be sent via email to TPB
- Backup copy of the photos and raw videos of the tour, together with the 10-minute summary video in .avi or mp4 format, saved in a USB flash drive, to be delivered to TPB at least 2 weeks after the tour

- D. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing

	<p>statements accompanied by supporting documents by the supplier.</p> <p>E. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.</p> <p>Contact Information – Project Officers</p> <p>MILO S. OROPEZA Acting Head, Events Marketing & Services Division, MICE Department milo_oropeza@tpb.gov.ph</p> <p>JOCELYN CASIANO Project Officer, Events Marketing & Services Division, MICE Department joy_casiano@tpv.gob.gov.ph</p>		
ABC	Approved Budget for Contract (ABC) is PhP430,000.00 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, 4th Floor Legaspi Towers, Vito Cruz Malate Manila not later than **11 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

Acting Head

Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

MIKE ANTHONY SOLO
(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.	Services of Tour Operator for Philippine Orthopedic Operator (POA) 74th Annual Congress	1 Lot	
	<p>SCOPE AND DELIVERABLES:</p> <p>A. HALF DAY CITY TOUR (MANILA) WITH LUNCH Specifications</p> <p>Indicative Date/Time 16 November 2023 (Thursday) 8:00 AM – 2:00 PM</p> <p>Destinations From EDSA Shangri-La Hotel, pass by Roxas Boulevard, CCP Complex, MOA Complex, ASEAN/Entertainment City; Rolling Tour of Rizal Park/Luneta; Fort Santiago; Ride through Intramuros, pass by Manila Cathedral; San Agustin Church and Casa Manila/Plaza San Luis Complex; Destilleria Limtuaco Museum or National Museum of Natural History; Lunch at Barbara's Heritage Restaurant; Shop stores.</p> <p>Minimum Pax Guarantee 30 pax Maximum Number of Pax 50 pax</p> <p>Lunch, with light musical entertainment Lunch buffet in a Filipino themed restaurant within Intramuros, with live musicians to serenade the participants while having lunch</p> <p>Tokens Locally-made/sourced souvenir item</p> <p>1. Transportation</p> <ul style="list-style-type: none"> Must provide two (2) units air-conditioned 22 to 27-seater coaster/coach or one (1) unit air-conditioned 45 to 50-seater tourist bus. Preferably, new, or not older than three years, subject to the approval of the TPB. 		

<ul style="list-style-type: none"> • Must provide professional and licensed driver with a good personality and well groomed. • Must cover gasoline expenses, tolls and parking fees <p>2. Tour Guide</p> <ul style="list-style-type: none"> • Must provide at least two (2) duly licensed and/or DOT-accredited tours guides, and preferably from a known/reputable organization that provides tour guide. • Must be fluent and conversant in English and well-versed in Philippine history, culture, tradition, art, as well as current events. <p>3. Lunch</p> <ul style="list-style-type: none"> • Must provide a buffet lunch package inclusive of drinks/refreshments at a Filipino heritage-themed restaurant in Intramuros, in a private room (exclusive for the group) set-up • Provision of live musicians to serenade the group while having lunch, preferably strings trio or quartet <p>4. First-Aid Kit</p> <p>Must provide First Aid Kit on board the tour vehicle, with basic medicines for headache, motion sickness, antacid for upset stomach, diarrhea, antihistamine for allergies, fever, pain reliever, etc.</p> <p>5. Tour Kit/Amenities</p> <ul style="list-style-type: none"> • Must provide amenities (to include travel necessities) for each participant, i.e. wet and dry tissues, sanitizer/alcohol, mints, cold towels, face masks, etc. packed in a sustainable (preferably native) pouch/bag • Must provide drinking water on board (preferably not in plastic bottles) • Provision of hooded ponchos, in case of rain/bad weather. <p>6. Ground / Entrance Fees</p>		
--	--	--

	<p>Must cover all expenses related to the conduct of the tours such as entrance/admission fees, and the like.</p> <p>7. Token with packaging</p> <ul style="list-style-type: none"> • Must provide a locally-made/sourced souvenir item, inclusive of packaging, for each tour participant • Token items and packaging materials must have a Filipino-themed design and must not reflect the tour operator's logo • Item and packaging will be subject to TPB's prior approval <p>8. Others</p> <ul style="list-style-type: none"> • Must submit a proposed itinerary with suggested sites/destinations to visit • Must mention/specify the suggested token in their bid proposal, with a brief description of both the item/s and the packaging • Must provide one dedicated travel coordinator • Must provide an itinerary booklet for each tour participant containing the list, with brief description, of the sites/destinations included in the tour • Must provide a banner/streamer and appropriate signage for the bus or coaches/coasters, and for group pictorials; design/specs subject to TPB's approval • Provision of photo/video coverage of the tour, for output of good quality photos and raw video footages, to be stored in a Google drive folder and shared to TPB after the tour, plus backup copy in a USB flash drive to be delivered to TPB no more than two (2) weeks after the tour <p>B. CULTURAL ENTERTAINMENT/SHOW</p> <p>1. Specifications</p> <p>Function Opening Ceremony</p> <p>Indicative Date/Time 15 November 2023 (Wednesday), 8:00 AM</p> <p>Venue Isla Ballroom, EDSA Shangri-La Hotel</p>		
--	--	--	--

	<p>Length of Show 10-15 minutes</p> <p>Performance Theme Masskara / Ati-Atihan Festival Dance</p> <p>with drumbeaters</p> <p>2. Show Description</p> <ul style="list-style-type: none"> • The performance/show should feature Masskara Festival and/or Ati-Atihan Festival dances, music, songs • The presentation must feature energetic dancing to live drumbeaters music, to draw the crowd's attention for a duration of 10 to 15 minutes <p>3. Requirements</p> <ul style="list-style-type: none"> • Must provide the best and most appropriate Filipino performers for the show; • Must provide the necessary costumes and props of the performers; • Must arrange for, and shoulder, the performers' travel and other expenses, including airfare/land/sea transportation, accommodation, meals, and other miscellaneous expenses, as needed; • Must coordinate with the contact person of the event organizer and the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels, schedule of the dry run, and other elements of the show. 		
	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <p>The Tour Operator:</p> <ol style="list-style-type: none"> 1. Must be a DOT-accredited tour operator. (Provide a copy of valid DOT accreditation certificate) 2. Must provide a copy of DOT accreditation of tour guides engaged to conduct the tour 3. Must be engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid. (Provide a list of government and private sectors similar projects handled for the past five years). 		

	ATTACHEMENTS: - Technical Specification (Annex “A”) Bidder’s Statement of Compliance NOTE: 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.						
	LEGAL REQUIREMENT: a. PhilGEPS Certificate b. Mayor’s Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Omnibus Sworn Statement (Annex “B”) f. Company profile (New Supplier)						
	<u>SCHEDULE OF REQUIREMENTS</u>						
	PROJECT TIMELINE/IMPLEMENTATION: <table><tr><td>Cultural Entertainment (Opening Ceremony)</td><td>15 November 2023 (Wednesday) 8:00 AM</td></tr><tr><td>Half-day City Tour and Lunch</td><td>16 November 2023 (Thursday) 8:00 AM – 2:00 PM</td></tr></table>	Cultural Entertainment (Opening Ceremony)	15 November 2023 (Wednesday) 8:00 AM	Half-day City Tour and Lunch	16 November 2023 (Thursday) 8:00 AM – 2:00 PM		
Cultural Entertainment (Opening Ceremony)	15 November 2023 (Wednesday) 8:00 AM						
Half-day City Tour and Lunch	16 November 2023 (Thursday) 8:00 AM – 2:00 PM						
	TERMS OF PAYMENT						
	PAYMENT TERMS AND SCHEDULE: A. Send bill arrangement. B. Billing must be based on actual number of tour participants with a minimum guarantee of 30 pax, and the additional cost for the cultural entertainment/show C. Supplier must submit the following documents: • Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to: Chief Operating Officer / Officer-in-Charge Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100 • Photo/Video documentation of the tour in digital format, stored in a Google drive folder, with link to be sent via email to TPB • Backup copy of the photos and raw videos of						

	<p>the tour, together with the 10-minute summary video in .avi or mp4 format, saved in a USB flash drive, to be delivered to TPB at least 2 weeks after the tour</p> <p>D. 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.</p> <p>E. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.</p>		
--	--	--	--

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

Name of Company/Bidder

Signature over Printed
Name of Representative

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]