

REQUEST FOR QUOTATION

09 October 2023

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

Quotation No. TPB-PR. 2023-10-269

PR No. 10.0

REQUIREMENTS: Transportation Services for Hong Kong SAR Travel Association Mega Familiarization Trip Cebu and Bohol

Announcement of TPB Cebu and DOTC				
Quantity	Particulars		Estimated Unit Price	Estimated Total Amount
1 LOT	SCOPE AND DELIVERABLES:		PhP150,000.00	PhP150,000.00
	1. Provision of DOT Shanghai/TPB Personnel Shuttle Services from airport to hotel			
	Cebu	October 26, 2023		
	2. Transportation requirements for the arriving participants			
	Cebu	October 27, 2023		
	3. Shuttle services for participants from Hotel to Cebu port			
	Cebu	October 28, 2023		
	4. Shuttle services for participants and organizer from Cebu port to hotel			
Cebu	October 29, 2023			
5. Shuttle services for participants and DOT Shanghai personnel from hotel to airport				
Cebu	October 30, 2023			
6. Provision of TPB Personnel Shuttle Services from hotel to airport				
Cebu	October 31, 2023			

			Cebu (Airport to the hotel) Van – 1 unit a minimum of 10 Hours x 1 day		
	October 27, 2023	Van and Bus	Transportation requirements for the arriving participants Cebu (Airport to the hotel) Bus – 2 unit a minimum of 10 Hours x 1 day Van – 1 unit a minimum of 10 Hours x 1 day		
	October 28, 2023	Van and Bus	Shuttle services for participants going to port Cebu (Hotel to Port) Bus – 2 unit a minimum of 10 Hours x 1 day Van – 1 unit a minimum of 10 Hours x 1 day		
	October 29, 2023	Van and Bus	Shuttle services for participants and organizer Cebu (Port to Hotel) Bus – 2 unit a minimum of 10 Hours x 1 day Van – 1 unit a minimum of 10 Hours x 1 day		
	October 30, 2023	Van and Bus	Shuttle services for participants and organizer Cebu (Hotel to Airport) Bus – 2 unit a minimum of 10 Hours x 1 day		

			Van – 1 unit a minimum of 10 Hours x 1 day		
	October 31, 2023	Van	Provision of Organizer Shuttle Services: Cebu (Hotel to airport) Van – 1 unit a minimum of 10 Hours x 1 day		
Rate per Vehicle: <ul style="list-style-type: none"> • VAN – PhP8,000.00 per 10 hours inclusive of toll fees, parking fees • BUS – PhP12,750.00 per 10 hours inclusive of toll fees, parking fees <p>A. Requirements</p> <p>1. Vehicles</p> <p>VAN CEBU</p> <ul style="list-style-type: none"> - Preferably Toyota Grandia Van (Not older than 2017 models (2017- 2023) with proof of purchase - 12-seater Capacity - Fully air-conditioned, clean, comfortable, and presentable in a good running condition - Must be equipped with a fire extinguisher, provision for a cooler for H2O/drinks, umbrellas, and first aid kit, if applicable - Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements - With appropriate signage (for TPB`s approval) - With airport passes/stickers for airport terminals in both Manila and Cebu, if applicable - With comprehensive insurance <p>BUS CEBU</p> <ul style="list-style-type: none"> - Year model Bus not later than 2017 (2017 – 2023) with proof of purchase - 45-50 Seater Bus with luggage compartment 					

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	<ul style="list-style-type: none"> - PHILGEPS Platinum Member - At least 10 years of experience/expertise in land transportation service - List of international groups/events or foreign clients handled for the last five (5) years - Provide point person/coordinators/dispatchers during the arrival of buyers, event proper, and departure of buyers - Submission of proof of purchase of vehicles of at least five (5) each type of vehicles. <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</p> <p>Tourist Land Transport Operator/Certificate</p> <ul style="list-style-type: none"> - Department of Tourism (DOT) Accreditation - LTFRB Accreditation - PHILGEPS Platinum Member - At least 10 years of experience/expertise in land transportation service - List of international groups/events or foreign clients handled for the last five (5) years - Provide point person/coordinators/dispatchers during the arrival of buyers, event proper, and departure of buyers - Submission of proof of purchase of vehicles of at least five (5) each type of vehicles. <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) <p>ATTACHEMENTS:</p> <ul style="list-style-type: none"> - Technical Specification (Annex "A") - Bidder's Statement of Compliance <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days. <p>PROJECT IMPLEMENTATION SCHEDULE</p>		
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	<p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables. .</p> <p>PAYMENT TERMS AND SCHEDULE:</p> <ul style="list-style-type: none"> • 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 completion the event, so long as there are no additional documentary requirements or billing concerns; • The bidder is encouraged to have a Landbank account. Should the winning bidder not have an account in LBP, bank charges to the preferred alternate bank will be shouldered by the bidder; and • The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, shall inform of the sponsorships two (2) weeks before the date of the event. <p>Please send the billing statement to: MS. MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP150,000.00 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 **13 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,

SGD.

ROSELLE D. ROMERO

AH, 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.	Transportation Services for Hong Kong SAR Travel Association Mega Familiarization Trip Cebu and Bohol	1 Lot							
	SCOPE OF DELIVERBLES 1. Provision of DOT Shanghai/TPB Personnel Shuttle Services from airport to hotel Cebu October 26, 2023 2. Transportation requirements for the arriving participants Cebu October 27, 2023 3. Shuttle services for participants from Hotel to Cebu port Cebu October 28, 2023 4. Shuttle services for participants and organizer from Cebu port to hotel Cebu October 29, 2023 5. Shuttle services for participants and DOT Shanghai personnel from hotel to airport Cebu October 30, 2023 6. Provision of TPB Personnel Shuttle Services from hotel to airport Cebu October 31, 2023								
	<table><tr><th>Date</th><th>Type of Vehicles</th><th>Particulars</th></tr><tr><td>October 26, 2023</td><td>Van</td><td>Provision of Organizer Shuttle Services: Cebu (Airport to the hotel) Van – 1 unit a minimum of 10 Hours x 1 day</td></tr></table>	Date	Type of Vehicles	Particulars	October 26, 2023	Van	Provision of Organizer Shuttle Services: Cebu (Airport to the hotel) Van – 1 unit a minimum of 10 Hours x 1 day		
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	<u>SCHEDULE OF REQUIREMENTS</u>		
	<p>PROJECT TIMELINE/IMPLEMENTATION:</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables</p>		
	TERMS OF PAYMENT		
	<ol style="list-style-type: none"> 1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement. 2. The supplier must have a Land bank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Land bank account, bank charges will be shouldered by the supplier. 		

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]