

11 February 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025-02-028
PR No. 02.007
Requirements: SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE AIRLINES AWARDS 2025 AND THE 19TH EAGLE WINGS AWARDS

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>Services of a tour operator that shall provide air tickets, accommodation with airport transfers, meals, and onsite-related expenses, for TPB officials and/or officers on the following events:</p> <ul style="list-style-type: none"> Event: Philippine Airlines (PAL) Awards 2025 Date: 05-07 March 2025 (indicative) Venue: Discovery Samal, Davao City Event: 19th Eagle Wings Awards Date: 11-13 March 2025 (indicative) Venue: Iloilo City <p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>A. Philippine Airlines (PAL) Awards 2025</p> <p>1. Domestic Air Tickets</p> <ul style="list-style-type: none"> - Round trip air ticket (MNL-DVO-MNL) for 1 pax with 20 kilograms baggage allowance per way - Must be rebookable and transferable - Provision of travel insurance worth PhP100,000 per pax (total of 3 pax) <p>2. Accommodation</p> <ul style="list-style-type: none"> - 1 twin-sharing room for 3 days and 2 nights in Business category (if applicable/ available) or its equivalent with daily breakfast from 05 to 07 March 2025 (indicative) - Must be located at or near Discovery Samal, Davao City - Must include round-trip airport transfers <p>3. Meals</p> <ul style="list-style-type: none"> - Provision of full-board meals for a maximum of three (3) TPB personnel (AM Snacks, PM Snacks, Lunch, and Dinner) for three (3) days amounting to PHP 1,500.00/day/pax. <p>4. Onsite-related expense</p> <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more than PHP 15,000.00 for 	PhP129,000.00	PhP129,000.00

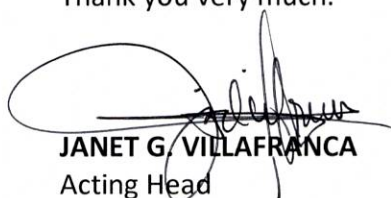
	<p>coordination meetings, communication/ data allowance, transportation allowance, supplies, contingency expense, porter fees, additional pax, etc. Actual expenses must be supported by receipts.</p> <p>B. 19th Eagle Wings Awards</p> <p>1. Accommodation</p> <ul style="list-style-type: none"> - Two (2) twin-sharing rooms for 3 days and 2 nights in Business category (if applicable/available) or its equivalent with daily breakfast for 11-13 March 2025 (indicative) - Must be located within Iloilo City, preferably at or near the event venue (for confirmation of the project officer) - Must include round-trip airport transfers <p>2. Meals</p> <ul style="list-style-type: none"> - Provision of full-board meals for a maximum of two (2) TPB personnel (AM Snacks, PM Snacks, Lunch, and Dinner) for three (3) days amounting to PHP 1,500.00/day/pax. <p>3. Onsite-related expense</p> <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more than PHP 20,000.00 for coordination meetings, additional baggage allowance, communication/ data allowance, transportation, supplies, and other miscellaneous expenses. Actual expenses must be supported by receipts. <p>OTHER TERMS AND CONDITIONS</p> <ol style="list-style-type: none"> 1. Must be able to assist in preparing/securing entry documents, as necessary. 2. Must be willing to respond to immediate/unforeseen changes in specifications. 3. Schedules/dates are subject to change. <p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws 2. Must have previously handled and completed at least three (3) projects for the past 3 years in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations 3. Must be a DOT-accredited tourism enterprise 		
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	PROJECT IMPLEMENTATION DATE		
	Philippine Airlines (PAL) Awards 2025	5-7 March 2025 (indicative)	
	19th Eagle Wings Awards	11-13 March 2025 (indicative)	
	LEGAL REQUIREMENTS: <ol style="list-style-type: none"> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration 4. Notarized Omnibus Sworn Statement ATTACHMENTS: <ol style="list-style-type: none"> 1. Technical Specifications/ Terms of Reference 2. Statement of Compliance 3. Omnibus Sworn Statement NOTE: <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 3. Payment will be based on actual cost. 		
Terms	Thirty (30) working days from the receipt of invoice/ billing.		
ABC	PhP129,000.00 inclusive of service charge and all applicable taxes.		PhP129,000.00

Please submit your **quotation, technical, and legal** documents duly signed by your authorized representative to email address [ada_cruz@tpb.gov.ph/](mailto:ada_cruz@tpb.gov.ph) bac_sec@tpb.gov.ph not later than **18 February 2025, 05:00 PM**, subject to the Terms and Conditions stated herein.

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.



JANET G. VILLAFRANCA
Acting Head

Procurement Management Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE AIRLINES AWARDS 2025 AND THE 19TH EAGLE WINGS AWARDS

Bidders must state here either **“Comply”** or **“Not Comply”** against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	SCOPE OF WORK/ SERVICES/ DELIVERABLES A. Philippine Airlines (PAL) Awards 2025 1. Domestic Air Tickets <ul style="list-style-type: none"> - Round trip air ticket (MNL-DVO-MNL) for 1 pax with 20 kilograms baggage allowance per way - Must be rebookable and transferable - Provision of travel insurance worth PhP100,000 per pax (total of 3 pax) 	
2	A. Philippine Airlines (PAL) Awards 2025 2. Accommodation <ul style="list-style-type: none"> - 1 twin-sharing room for 3 days and 2 nights in Business category (if applicable/ available) or its equivalent with daily breakfast from 05 to 07 March 2025 (indicative) - Must be located at or near Discovery Samal, Davao City - Must include round-trip airport transfers 	
3	A. Philippine Airlines (PAL) Awards 2025 3. Meals <ul style="list-style-type: none"> - Provision of full-board meals for a maximum of three (3) TPB personnel (AM Snacks, PM Snacks, Lunch, and Dinner) for three (3) days amounting to PHP 1,500.00/day/pax. 	
4	A. Philippine Airlines (PAL) Awards 2025 4. Onsite-related expense <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more than PHP 15,000.00 for coordination meetings, communication/ data allowance, transportation allowance, supplies, contingency expense, porter fees, additional pax, etc. Actual expenses must be supported by receipts. 	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

5	B. 19th Eagle Wings Awards 1. Accommodation <ul style="list-style-type: none"> - Two (2) twin-sharing rooms for 3 days and 2 nights in Business category (if applicable/available) or its equivalent with daily breakfast for 11-13 March 2025 (indicative) - Must be located within Iloilo City, preferably at or near the event venue (for confirmation of the project officer) - Must include round-trip airport transfers 	
6	B. 19th Eagle Wings Awards 2. Meals <ul style="list-style-type: none"> - Provision of full-board meals for a maximum of two (2) TPB personnel (AM Snacks, PM Snacks, Lunch, and Dinner) for three (3) days amounting to PHP 1,500.00/day/pax. 	
7	B. 19th Eagle Wings Awards 3. Onsite-related expense <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more than PHP 20,000.00 for coordination meetings, additional baggage allowance, communication/ data allowance, transportation, supplies, and other miscellaneous expenses. Actual expenses must be supported by receipts. 	
	OTHER TERMS AND CONDITIONS 1. Must be able to assist in preparing/securing entry documents, as necessary.	
	OTHER TERMS AND CONDITIONS 2. Must be willing to respond to immediate/unforeseen changes in specifications.	
	OTHER TERMS AND CONDITIONS 3. Schedules/dates are subject to change.	
	ADDITIONAL TECHNICAL REQUIREMENTS 1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws	
	ADDITIONAL TECHNICAL REQUIREMENTS 2. Must have previously handled and completed at least three (3) projects for the past 3 years in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations	
	ADDITIONAL TECHNICAL REQUIREMENTS 3. Must be a DOT-accredited tourism enterprise	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

9	PROJECT IMPLEMENTATION DATE		
	Philippine Airlines (PAL) Awards 2025	5-7 March 2025 (indicative)	
	19th Eagle Wings Awards	11-13 March 2025 (indicative)	
10	CONTRACT DURATION The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverables/ services.		

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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]

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE AIRLINES AWARDS 2025 AND THE 19TH EAGLE WINGS AWARDS

I. BACKGROUND

The Tourism Promotions Board (TPB) is supporting this year's events organized by two of the country's top airline companies as their way of recognizing their top international and domestic travel partners.

The Philippine Airlines (PAL) Awards is an annual event hosted by PAL to honor and recognize its dedicated supporters, including key partner agents and backers. The event pays tribute to the airline's valued local General Sales Agents, Consolidators, and top-performing Travel Agents, whose support strengthens PAL's domestic routes and services while promoting the Philippines as a premier travel destination. The TPB is supporting the PAL Awards Philippines 2025 scheduled on 05-07 March 2025 (indicative) at Discovery Samal, Davao City.

The 19th Eagle Wings Awards is Cebu Pacific's annual event recognizing the airline's top international and domestic producers for the previous year starting from a minimum revenue of 50 million Philippine pesos. Gathering approximately 60 top travel agencies of Cebu Pacific's producers from the Philippines, Japan, Korea, China, Hong Kong, Taiwan, Singapore, Vietnam, Australia, and the United Arab Emirates, among others, the event aspires to contribute to promoting the Philippines as a prime destination for international tourism. The event is scheduled on 11-13 March 2025 (indicative) in Iloilo City.

In view of TPB's commitment to the success of these events, the TPB is seeking the services of a tour operator that shall provide air tickets, accommodation with airport transfers, meals, and onsite-related expenses, for TPB officials and/or officers attending the said events.

II. OBJECTIVES

Philippine Airlines (PAL) Awards 2025

- Recognize its local sales agents, highlighting their role as ambassadors in promoting Philippine tourism
- Reinforce partnerships with key public and private partners

19th Eagle Wings Awards

- Offer a venue for networking and the formation of partnerships between domestic and foreign stakeholders, consistent with Cebu Pacific's dedication to advancing the tourist sector
- Strengthen the Philippines' position as a major participant in the world tourist market, which is advantageous for the nation's economy and travel sector.

Tourism Promotions Board

- Promote and showcase world-class Philippine destinations and hospitality to the airlines' top local and international sales agents; and
- Demonstrate DOT-TPB support and generate goodwill with the country's top airline companies and strategic partners in the promotion of Philippine tourism.

III. SCOPE OF WORK/ SERVICES

A. Philippine Airlines (PAL) Awards 2025

1. Domestic Air Tickets

- Round trip air ticket (MNL-DVO-MNL) for 1 pax with 20 kilograms baggage allowance per way
- Must be rebookable and transferable
- Provision of travel insurance worth Php100,000 per pax (total of 3 pax)

2. Accommodation

- 1 twin-sharing room for 3 days and 2 nights in Business category (if applicable/available) or its equivalent with daily breakfast from 05 to 07 March 2025 (indicative)
- Must be located at or near Discovery Samal, Davao City
- Must include round-trip airport transfers

3. Meals

- Provision of full-board meals for a maximum of three (3) TPB personnel (AM Snacks, PM Snacks, Lunch, and Dinner) for three (3) days amounting to PHP 1,500.00/day/pax.

4. Onsite-related expense

- Provision of incidental and onsite-related expenses of not more than PHP 15,000.00 for coordination meetings, communication/data allowance, transportation allowance, supplies, contingency expense, porter fees, additional pax, etc. Actual expenses must be supported by receipts.

B. 19th Eagle Wings Awards

1. Accommodation

- Two (2) twin-sharing rooms for 3 days and 2 nights in Business category (if applicable/available) or its equivalent with daily breakfast for 11-13 March 2025 (indicative)
- Must be located within Iloilo City, preferably at or near the event venue for confirmation of the project officer
- Must include round-trip airport transfers

2. Meals

- Provision of full-board meals for a maximum of two (2) TPB personnel (AM Snacks, PM Snacks, Lunch, and Dinner) for three (3) days amounting to PHP 1,500.00/day/pax.

3. Onsite-related expense

- Provision of incidental and onsite-related expenses of not more than PHP 20,000.00 for coordination meetings, additional baggage allowance, communication/data allowance, transportation, supplies, and other miscellaneous expenses. Actual expenses must be supported by receipts.

Other terms and conditions

1. Must be able to assist in preparing/securing entry documents, as necessary.
2. Must be willing to respond to immediate/unforeseen changes in specifications.

3. Schedules/dates are subject to change.

IV. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws
2. Must have previously handled and completed at least three (3) projects for the past 3 years in providing/servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations
3. Must be a DOT-accredited tourism enterprise

V. PROJECT IMPLEMENTATION DATE

Philippine Airlines (PAL) Awards 2025	5-7 March 2025 (indicative)
19th Eagle Wings Awards	11-13 March 2025 (indicative)

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **ONE HUNDRED TWENTY-NINE THOUSAND PESOS ONLY (Php129,000.00)** inclusive of all applicable taxes and fees.

VII. TERMS OF PAYMENT

1. Payment will be based on actual cost.
2. Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing
3. Payment will be made through Land Bank of the Philippine (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.
4. Supplier must be willing to accept send-bill arrangement.

VIII. CONTRACT DURATION

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverables/services.

IX. CONTACT PERSONS

AARON CHRISTIAN A. ALARIN
Project Officer
Domestic Promotions Department
aaron_alarin@tpb.gov.ph

JEDD FRANCIS R. DE LUNA
Project Officer
Domestic Promotions Department
jedd_deluna@tpb.gov.ph