

15 May 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2025.05.136
PR No. 2025.05.013

Requirements: **SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF THE SITE VALIDATION OF POST TOURS IN CONNECTION WITH THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2025**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)												
1 lot	<div><div>SCOPE OF WORK/SERVICES/DELIVERABLES</div><div>The TPB shall procure the services of a tour operator for the provision of the following requirements:</div><div><table><tr><th>GROUP</th><th>DESTINATIONS</th><th>DATES OF IMPLEMENTA TION</th></tr><tr><td>1</td><td>Boracay and Malay</td><td>30 May- 03 June</td></tr><tr><td>2</td><td>Iloilo and Bacolod</td><td>30 May- 03 June</td></tr><tr><td>3</td><td>Puerto Princesa</td><td>30 May- 03 June</td></tr></table></div><div><div>I. GROUP 1 BORACAY AND MALAY SITE VALIDATION - 1 pax</div><div><div>TRANSPORTATION (AIR)</div><div><ul style="list-style-type: none">Domestic air tickets for one (1) pax for Manila-Caticlan-Manila</div><div><div>TRANSPORTATION (LAND)</div><div><ul style="list-style-type: none">One (1) van for the duration of the tour</div><div><div>ACCOMMODATION</div><div><ul style="list-style-type: none">One (1) twin occupancy roomDuration: 4 days / 3 nightsCategory: Standard Room or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities)Complimentary breakfastDOT-Accredited hotel/resort</div><div><div>MEALS & BEVERAGES</div></div></div></div></div></div></div>	GROUP	DESTINATIONS	DATES OF IMPLEMENTA TION	1	Boracay and Malay	30 May- 03 June	2	Iloilo and Bacolod	30 May- 03 June	3	Puerto Princesa	30 May- 03 June	Php800,000.00	PhP800,000.00
GROUP	DESTINATIONS	DATES OF IMPLEMENTA TION													
1	Boracay and Malay	30 May- 03 June													
2	Iloilo and Bacolod	30 May- 03 June													
3	Puerto Princesa	30 May- 03 June													

	<ul style="list-style-type: none"> • Provision of full-board meals and beverages for 1-3 pax for the whole duration of the trip. <ul style="list-style-type: none"> - AM and PM snacks - Lunch - Dinner <p><i>Menu to be approved by TPB</i></p> <p>ITINERARY ACTIVITIES, TOURS, ENTRANCE AND ENVIRONMENTAL FEES</p> <ul style="list-style-type: none"> • Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 1-3 persons. • Cover all necessary expenses, including entrance and environmental fees among others. <p>HEALTH / FIRST AID KITS</p> <ul style="list-style-type: none"> • Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least six (6) pieces of the following medicines: <ul style="list-style-type: none"> - Antacid for upset stomach - Paracetamol for headache and fever - Antihistamine for allergies - Loperamide for diarrhea - Meclizine hydrochloride for motion sickness - ibuprofen for pain reliever <p>TOUR GUIDE</p> <ul style="list-style-type: none"> • Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications: <ul style="list-style-type: none"> - Must be an expert or familiar of the destination - Must be fluent and conversant in English - Must have an in-depth knowledge of the Philippines, specifically Boracay Island and Malay, Aklan <p>TOUR COORDINATOR</p> <ul style="list-style-type: none"> • 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>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</p> <ul style="list-style-type: none"> • Provision of a budget amounting to PHP 10,000.00 to cover expenses for food sampling, 		
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	<p>communication expenses, porter fees, terminal fees, and other on-site related expenses.</p> <ul style="list-style-type: none"> • Provision of mobile Wi-Fi for the participants for the duration of the trip (if necessary). <p>II. GROUP 2 - ILOILO AND BACOLOD SITE VALIDATION – 1 pax</p> <p>TRANSPORTATION (AIR AND SEA)</p> <ul style="list-style-type: none"> • Domestic air tickets for one (1) pax - Manila-Iloilo to Bacolod-Manila <p>*Return flight may depend on their next flight back to their origin-destination - For the sea ferry from Iloilo to Bacolod for the whole group</p> <p>TRANSPORTATION (LAND)</p> <ul style="list-style-type: none"> • One (1) van for the duration of the tour <p>ACCOMMODATION</p> <ul style="list-style-type: none"> • One (1) twin occupancy room - Duration: 4 days / 3 nights - Category: Standard Room or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) - Complimentary breakfast - DOT-Accredited hotel/resort <p>MEALS & BEVERAGES</p> <ul style="list-style-type: none"> • Provision of full-board meals and beverages for 1-3 pax for the whole duration of the trip. - AM and PM snacks - Lunch - Dinner <p><i>Menu to be approved by TPB</i></p> <p>ITINERARY ACTIVITIES, TOURS, ENTRANCE AND ENVIRONMENTAL FEES</p> <ul style="list-style-type: none"> • Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 1-3 persons. • Cover all necessary expenses, including entrance and environmental fees among others. <p>HEALTH / FIRST AID KITS</p> <ul style="list-style-type: none"> • Health/First Aid Kit to be kept by the tour coordinator and/or tour guide 		
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	<p>TOUR GUIDE</p> <ul style="list-style-type: none"> • Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications: <ul style="list-style-type: none"> - Must be an expert or familiar of the destination - Must be fluent and conversant in English - Must have an in-depth knowledge of the Philippines, specifically Boracay Island and Malay, Aklan <p>TOUR COORDINATOR</p> <ul style="list-style-type: none"> • 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>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</p> <ul style="list-style-type: none"> • Provision of a budget amounting to PHP 10,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses. • Provision of mobile Wi-Fi for the participants for the duration of the trip (if necessary). <p>III. GROUP 3 – PUERTO PRINCESA SITE VALIDATION – (1 pax)</p> <p>TRANSPORTATION (AIR)</p> <ul style="list-style-type: none"> • Domestic air tickets for one (1) pax for Manila-Puerto Princessa -Manila <p>TRANSPORTATION (LAND)</p> <ul style="list-style-type: none"> • One (1) van for the duration of the tour <p>ACCOMMODATION</p> <ul style="list-style-type: none"> • One (1) twin occupancy room <ul style="list-style-type: none"> - Duration: 4 days / 3 nights - Category: Standard Room or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) - Complimentary breakfast - DOT-Accredited hotel/resort <p>MEALS & BEVERAGES</p> <ul style="list-style-type: none"> • Provision of full-board meals and beverages for 1-3 pax for the whole duration of the trip. 		
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	<ul style="list-style-type: none"> - AM and PM snacks - Lunch - Dinner <p><i>Menu to be approved by TPB</i></p> <p>ITINERARY ACTIVITIES, TOURS, ENTRANCE AND ENVIRONMENTAL FEES</p> <ul style="list-style-type: none"> • Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 1-3 persons. • Cover all necessary expenses, including entrance and environmental fees among others. <p>HEALTH / FIRST AID KITS</p> <p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide.</p> <p>TOUR GUIDE</p> <ul style="list-style-type: none"> • Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications: <ul style="list-style-type: none"> - Must be an expert or familiar of the destination - Must be fluent and conversant in English - Must have an in-depth knowledge of the Philippines, specifically Boracay Island and Malay, Aklan <p>TOUR COORDINATOR</p> <ul style="list-style-type: none"> • 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>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</p> <ul style="list-style-type: none"> • Provision of a budget amounting to PHP 10,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses. • Provision of mobile Wi-Fi for the participants for the duration of the trip (if necessary). <p>GENERAL INCLUSIONS / OTHER TERMS AND CONDITIONS</p>		
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	<ol style="list-style-type: none"> 1. Willingness to respond to immediate/unforeseen changes in specifications. 2. 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. Payment must be made following the prevailing accounting and auditing rules and regulations. <p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Must be legally registered tour services company under Philippine laws. Submit Company Profile. 2. Must be accredited with the Department of Tourism (DOT) (TPB to consider if their DOT certification has an ongoing application for renewal). 3. Must be engaged in the business as a travel and tour operator for at least five (5) years with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the like with foreign participants. Submit SEC/DTI/CDA Registration 4. Must have experience in organizing and coordinating travel arrangements and have handled at least two (2) similar and/or related arrangements, and submit any proof of implementation. 		
	<p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Latest Income/ Business Tax Return 4. Notarized Revised Omnibus Sworn Statement <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications 2. Technical Specifications 3. Itinerary 4. Revised Omnibus Sworn Statement <p>NOTE:</p> <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. 		

Terms	Thirty (30) working days from the receipt of invoice/billing.	
ABC	PhP800,000.00 inclusive of all applicable fees and taxes	PhP800,000.00

Please submit your **quotation** together with the **legal and technical documents** duly signed by your authorized representative to email address **kristine_aclan@tpb.gov.ph/ bac_sec@tpb.gov.ph** not later than **20 May 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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: Kristine Heizelle B. Aclan

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

Services of a Tour Operator for the Conduct of the Site Validation of Post Tours in Connection with the Philippine Travel Exchange (PHITEX) 2025

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	REMARKS	STATEMENT OF COMPLIANCE
SCOPE OF WORK/SERVICES/DELIVERABLES			
I.	GROUP 1 Boracay and Malay Site Validation		
1	TRANSPORTATION (AIR) Domestic air tickets for one (1) pax Manila-Caticlan-Manila	<ul style="list-style-type: none"> - Preferred airline: Philippine National Flag Carrier, flying in and out from NAIA Terminal 2 to showcase country brand enhancement at the airport. - Inclusions: Regular economy Rebookable, reroutable, refundable Provision of 25 kgs. of baggage allowance per person. - Comprehensive Travel Insurance for the whole trip. - Inclusive of all applicable taxes and surcharges. 	
2	TRANSPORTATION (LAND) One (1) van for the duration of the tour <ul style="list-style-type: none"> • Vehicles are maintained in accordance with the Philippine laws on technical safety requirements. Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times. • Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3rd party liability insurance; GPS or 	Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.	

	<p>Waze application and charging ports/units for mobile phones; with on-board first-aid kit; with provision of wet tissue, alcohol, drinking water, and mints. (Avoid single-use plastic for drinking water).</p> <ul style="list-style-type: none"> • Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement immediately. • Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee. • Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other on-site related expenses. • Should have enough umbrellas for all passengers in case of bad weather. • All vehicles must be DOT-accredited 		
3	<p>ACCOMMODATION One (1) twin occupancy room</p> <ul style="list-style-type: none"> • Duration: 4 days / 3 nights • Category: Standard Room or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) • Complimentary breakfast • DOT-Accredited hotel/resort 		
4	<p>MEALS AND BEVERAGES Provision of full-board meals and beverages for 1-3 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> - AM and PM snacks - Lunch - Dinner <p>Menu to be approved by TPB</p>	<p>Notes:</p> <ul style="list-style-type: none"> • One round of non-alcoholic beverages per meal. • TPB representative to finalize the order/s per meal based on the itinerary. • Ensure provision of dietary requirements, if there are any. <p>Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB).</p>	
5	<p>ITINERARY ACTIVITIES, TOURS, ENTRANCE AND ENVIRONMENTAL FEES Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 1-3 persons.</p>	<p>Notes:</p> <ul style="list-style-type: none"> • The tour operator, in coordination with the DOT Regional Office, must be able to provide an alternative itinerary or activity in case of 	

	Cover all necessary expenses, including entrance and environmental fees among others.	bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB. Final itinerary to be approved by the TPB representative.	
6	HEALTH / FIRST AID KITS Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least six (6) pieces of the following medicines: <ul style="list-style-type: none"> • Antacid for upset stomach • Paracetamol for headache and fever • Antihistamine for allergies • Loperamide for diarrhea • Meclizine hydrochloride for motion sickness • ibuprofen for pain reliever 	Note: Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.	
7	TOUR GUIDE Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications: <ul style="list-style-type: none"> • Must be an expert or familiar of the destination • Must be fluent and conversant in English • Must have an in-depth knowledge of the Philippines, specifically Boracay Island and Malay, Aklan 	Note: Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the <i>proposed Tour Guide within 3 calendar days upon issuance of NOA.</i>	
8	TOUR COORDINATOR 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.	Notes: <ul style="list-style-type: none"> • Tour Coordinator must have at least five (5) years of relevant experience. • Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their <u>Technical Bid/Proposal</u> 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.	
9	INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES Provision of a budget amounting to PHP 10,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses.	Note: Miscellaneous expenses must be supported with an Official Receipt / Invoice or equivalent documents, as acceptable by the Philippine law.	

	Provision of mobile Wi-Fi for the participants for the duration of the trip (if necessary).		
II. GROUP 2 - ILOILO AND BACOLOD SITE VALIDATION – 1 pax			
10	<p>TRANSPORTATION (AIR) Domestic air ticket for one (1) pax</p> <p>Manila-Iloilo to Bacolod-Manila *Return flight may depend on their next flight back to their origin-destination</p> <p>For the sea ferry from Iloilo to Bacolod for the whole group</p>	<ul style="list-style-type: none"> - Preferred airline: Philippine National Flag Carrier, flying in and out from NAIA Terminal 2 to showcase country brand enhancement at the airport. - Inclusions: Regular economy Rebookable, reroutable, refundable Provision of 25 kgs. of baggage allowance per person. - Comprehensive Travel Insurance for the whole trip. - Inclusive of all applicable taxes and surcharges. 	
11	<p>TRANSPORTATION (LAND) One (1) van for the duration of the tour</p> <ul style="list-style-type: none"> ● Vehicles are maintained in accordance with the Philippine laws on technical safety requirements. Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times. ● Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3rd party liability insurance; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid kit; with provision of wet tissue, alcohol, drinking water, and mints. (Avoid single-use plastic for drinking water). ● Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement immediately. ● Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee. ● Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other on-site related expenses. 	<p>Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</p>	

	<ul style="list-style-type: none"> ● Should have enough umbrellas for all passengers in case of bad weather. ● All vehicles must be DOT-accredited 		
12	ACCOMMODATION One (1) twin occupancy room <ul style="list-style-type: none"> ● Duration: 4 days / 3 nights ● Category: Standard Room or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) ● Complimentary breakfast ● DOT-Accredited hotel/resort 		
13	MEALS AND BEVERAGES Provision of full-board meals and beverages for 1-3 pax for the whole duration of the trip. <ul style="list-style-type: none"> - AM and PM snacks - Lunch - Dinner Menu to be approved by TPB	Notes: <ul style="list-style-type: none"> ● One round of non-alcoholic beverages per meal. ● TPB representative to finalize the order/s per meal based on the itinerary. ● Ensure provision of dietary requirements, if there are any. ● Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB). 	
14	ITINERARY ACTIVITIES, TOURS, ENTRANCE AND ENVIRONMENTAL FEES Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 1-3 persons. Cover all necessary expenses, including entrance and environmental fees among others.	Notes: <ul style="list-style-type: none"> ● The tour operator, in coordination with the DOT Regional Office, must be able to provide an 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. ● Final itinerary to be approved by the TPB representative. 	
15	HEALTH / FIRST AID KITS Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least six (6) pieces of the following medicines: <ul style="list-style-type: none"> ● Antacid for upset stomach ● Paracetamol for headache and fever 	Note: Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.	

	<ul style="list-style-type: none"> • Antihistamine for allergies • Loperamide for diarrhea • Meclizine hydrochloride for motion sickness • ibuprofen for pain reliever 		
16	TOUR GUIDE Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications: <ul style="list-style-type: none"> • Must be an expert or familiar of the destination • Must be fluent and conversant in English • Must have an in-depth knowledge of the Philippines, specifically Boracay Island and Malay, Aklan 	Note: Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the <i>proposed Tour Guide within 3 calendar days upon issuance of NOA.</i>	
17	TOUR COORDINATOR 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.	Notes: <ul style="list-style-type: none"> • Tour Coordinator must have at least five (5) years of relevant experience. • Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their <u>Technical Bid/Proposal</u> • 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. 	
18	INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES Provision of a budget amounting to PHP 10,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses. Provision of mobile Wi-Fi for the participants for the duration of the trip (if necessary).	Note: Miscellaneous expenses must be supported with an Official Receipt / Invoice or equivalent documents, as acceptable by the Philippine law.	
GROUP 3 – PUERTO PRINCESA SITE VALIDATION			
19	TRANSPORTATION (AIR) Domestic air ticket for one (1) pax Manila-Puerto Princessa -Manila	<ul style="list-style-type: none"> - Preferred airline: Philippine National Flag Carrier, flying in and out from NAIA Terminal 2 to showcase country brand enhancement at the airport. - Inclusions: Regular economy 	

		Rebookable, reroutable, refundable Provision of 25 kgs. of baggage allowance per person. - Comprehensive Travel Insurance for the whole trip. - Inclusive of all applicable taxes and surcharges.	
20	TRANSPORTATION (LAND) One (1) van for the duration of the tour <ul style="list-style-type: none"> Vehicles are maintained in accordance with the Philippine laws on technical safety requirements. Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3rd party liability insurance; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid kit; with provision of wet tissue, alcohol, drinking water, and mints. (Avoid single-use plastic for drinking water). Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement immediately. Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee. Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other on-site related expenses. Should have enough umbrellas for all passengers in case of bad weather. All vehicles must be DOT-accredited	Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.	
21	ACCOMMODATION One (1) twin occupancy room <ul style="list-style-type: none"> Duration: 4 days / 3 nights Category: Standard Room or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) Complimentary breakfast DOT-Accredited hotel/resort 		

22	<p>MEALS AND BEVERAGES Provision of full-board meals and beverages for 1-3 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> - AM and PM snacks - Lunch - Dinner <p>Menu to be approved by TPB</p>	<p>Notes:</p> <ul style="list-style-type: none"> • One round of non-alcoholic beverages per meal. • TPB representative to finalize the order/s per meal based on the itinerary. • Ensure provision of dietary requirements, if there are any. <p>Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB).</p>	
23	<p>ITINERARY ACTIVITIES, TOURS, ENTRANCE AND ENVIRONMENTAL FEES Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 1-3 persons.</p> <p>Cover all necessary expenses, including entrance and environmental fees among others.</p>	<p>Notes:</p> <ul style="list-style-type: none"> • The tour operator, in coordination with the DOT Regional Office, must be able to provide an 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. • Final itinerary to be approved by the TPB representative. 	
24	<p>TOUR KITS Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least six (6) pieces of the following medicines:</p> <ul style="list-style-type: none"> • Antacid for upset stomach • Paracetamol for headache and fever • Antihistamine for allergies • Loperamide for diarrhea • Meclizine hydrochloride for motion sickness • ibuprofen for pain reliever 	<p>Note:</p> <p>Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.</p>	
25	<p>TOUR GUIDE Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none"> • Must be an expert or familiar of the destination • Must be fluent and conversant in English 	<p>Note:</p> <p>Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the <i>proposed Tour Guide within 3 calendar days upon issuance of NOA.</i></p>	

	Must have an in-depth knowledge of the Philippines, specifically Boracay Island and Malay, Aklan		
26	TOUR COORDINATOR 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.	Notes: <ul style="list-style-type: none"> • Tour Coordinator must have at least five (5) years of relevant experience. • Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their <u>Technical Bid/Proposal</u> • 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. 	
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28	GENERAL INCLUSIONS / OTHER TERMS AND CONDITIONS a. Willingness to respond to immediate/unforeseen changes in specifications. b. 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. Payment must be made following the prevailing accounting and auditing rules and regulations.		
29	ELIGIBILITY REQUIREMENTS Must be legally registered tour services company under Philippine laws. Must submit Company Profile together with the quotation.		
30	Must be accredited with the Department of Tourism (DOT) (TPB to consider if their DOT certification has an ongoing application for renewal). Must submit together with the quotation.		
31	Must be engaged in the business as a travel and tour operator for at least five (5) years with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the like with foreign participants. Must submit SEC/DTI/CDA Registration together with the quotation.		
32	Must have experience in organizing and coordinating travel arrangements and have handled at least two (2) similar and/or related arrangements, and submit any proof of implementation.		

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]