

21 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 2025.05.143**
PR No. **2025.05.009**

Requirements: **Services of a Tour Operator for the Philippine Tour Guides Conference 2025 in Mati City – 2nd Posting**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>A. FOOD & BEVERAGES</p> <p>Provision of INCENTIVIZED BUFFET DINNER and PM SNACKS, inclusive of venue rental for 250 pax amounting to PhP1,800 per pax with cultural presentation</p> <p>B. TRANSPORTATION</p> <p>3 TOURIST BUS RENTAL Three (3) unit air-conditioned tourist bus (preferably 35 - 50-seater) Route: Duration and Location:</p> <ul style="list-style-type: none"> Estimated Duration: 3 to 5 consecutive days Expected Dates: June 14-18, 2025 Service Area: June 14- Half Day City in Davao City Proceed to Mati City, Davao Oriental June 15- shuttle participants of the conference coming from different hotels in Mati City (within Mati City) June 16 & 17 – tourist service of participants during the tour visit within Davao Oriental 	PhP1,000,000.00	PhP1,000,000.00

	<p>June 18 – Shuttle back to Davao City (whole day from Mati City to Davao City)</p> <p>Requirements & Specifications: Fully air-conditioned tourist bus in good running condition At least 2 years old or newer Licensed professional driver familiar with Davao routes With complete registration, insurance, and permits <i>5 days before the implementation dates</i> Equipped with:</p> <ul style="list-style-type: none"> • Clean and sanitized interiors • First-aid kit • Working sound system • Onboard microphone • Ample storage for kits and materials <p>Provision of <i>one (1)</i> VAN Rental for 5 days Route:</p> <ul style="list-style-type: none"> • Service Area: June 14- Half Day City in Davao City Proceed to Mati City, Davao Oriental <p>June 15- Shuttle TPB personnel of the conference coming from different hotels in Mati City (within Mati City)</p> <p>June 16 & 17 – Tourist Service of TPB personnel during the tour visit within Davao Oriental</p> <p>June 18 – Shuttle back to Davao City (Whole day from Mati City to Davao City)</p> <p>C. ACCOMODATION Accommodation for 8 rooms, inclusive dates: June 14-19 5 Twin sharing room 2 for COO 1 for DOT Regional Office</p> <p>Note:</p>		
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	<p>Must be at least 3-star rate hotel within city center of MATI City/ near or within the premise of the conference subject for approval of TPB.</p> <p>ADDITIONAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Provide assistance in preparing/ securing entry documents, as necessary. 2. Must respond to immediate/ unforeseen changes in specifications to include <i>tour activities and/or schedules/dates may still be changed</i> based on recommendations on the DOT Regional Office 3. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost. 4. Willing to provide services on a “send-bill” arrangement. 5. Must submit completed projects for at least two (2) years 6. Must submit a budget bid proposal that reflects itemized breakdown of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax.</i> <p>Qualifications for Bidder</p> <ol style="list-style-type: none"> 1. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws. Must have been in operation for at least two (2) years. 2. Must have a valid Department of Tourism (DOT) Certificate of Accreditation. 		
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	PROJECT IMPLEMENTATION SCHEDULE June 14-19, 2025, in Mati City		
	LEGAL REQUIREMENTS: <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 ATTACHMENTS: <ol style="list-style-type: none"> 1. Technical Specifications 2. Revised Omnibus Sworn Statement 3. Statement of Compliance 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. 		
Terms	Thirty (30) working days from the receipt of invoice/billing.		
ABC	PhP1,000,000.00 inclusive of all applicable fees and taxes		PhP1,000,000.00

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 **27 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 PHILIPPINE TOUR GUIDES CONFERENCE 2025 IN MATI CITY

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
SCOPE OF WORK/SERVICES/DELIVERABLES		
1	Food & Beverages Provision of INCENTIVIZED BUFFET DINNER and PM SNACKS, inclusive of venue rental for 250 pax amounting to PhP1,800 per pax with cultural presentation	
2	TRANSPORTATION 3 TOURIST BUS RENTAL Three (3) unit air-conditioned tourist bus (preferably 35–50 seater) Route: Duration and Location: <ul style="list-style-type: none"> Estimated Duration: 3 to 5 consecutive days Expected Dates: June 14-18, 2025 Service Area: <ul style="list-style-type: none"> June 14- Half Day City in Davao City Proceed to Mati City, Davao Oriental June 15- shuttle participants of the conference coming from different hotels in Mati City (within Mati City) June 16 & 17 – tourist service of participants during the tour visit within Davao Oriental June 18 – Shuttle back to Davao City (whole day from Mati City to Davao City) Requirements & Specifications: <ul style="list-style-type: none"> Fully air-conditioned tourist bus in good running condition At least 2 years old or newer Licensed professional driver familiar with Davao routes 	

	<ul style="list-style-type: none"> With complete registration, insurance, and permits <i>5 days before the implementation dates</i> <p>Equipped with:</p> <ul style="list-style-type: none"> Clean and sanitized interiors First-aid kit Working sound system Onboard microphone <p>Ample storage for kits and materials</p>	
	<p>Provision of <i>one (1) VAN Rental for 5 days</i></p> <p>Route:</p> <ul style="list-style-type: none"> Service Area: June 14- Half Day City in Davao City Proceed to Mati City, Davao Oriental June 15- Shuttle TPB personnel of the conference coming from different hotels in Mati City (within Mati City) June 16 & 17 – Tourist Service of TPB personnel during the tour visit within Davao Oriental June 18 – Shuttle back to Davao City (Whole day from Mati City to Davao City) 	
3	<p>ACCOMODATION</p> <p>Accommodation for 8 rooms, inclusive dates: June 14-19,2025</p> <p>5 Twin sharing room</p> <p>2 for COO</p> <p>1 for DOT Regional Office</p> <p>Note:</p> <p>Must be at least 3-star rate hotel within city center of MATI City/ near or within the premise of the conference subject for approval of TPB</p>	
4	<p>ADDITIONAL REQUIREMENTS</p> <ol style="list-style-type: none"> Provide assistance in preparing/ securing entry documents, as necessary. Must respond to immediate/ unforeseen changes in specifications to include <i>tour activities and/or schedules/dates may still be changed</i> based on recommendations on the DOT Regional Office Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost. Willing to provide services on a “send-bill” arrangement. Must submit completed projects for at least two (2) years 	

	6. Must submit a budget bid proposal that reflects itemized breakdown of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax.</i>	
5	Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws. Must have been in operation for at least two (2) years. Submit SEC/DTI Registration together with the quotation.	
6	Must have a valid Department of Tourism (DOT) Certificate of Accreditation.	

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE TOUR GUIDES CONFERENCE 2025 IN MATI CITY

I. BACKGROUND

Philippine Tour Guide plays a vital role in developing a holistic sustainable, unique experience and fun travel of every tourist. Tour Guides significant role in the tourism industry under Republic Act 9593 or Tourism Act of 2009 in promoting, marketing and creating a favorable image of the country and contributes enriching Philippine experience for local and foreign visitors. As part of the government approach in enhancing over-all tourists experience, the Tourism Promotions Board (TPB) Philippines supports the Philippine Federation of Professional Tour Guides, Inc. (TGFed) would like to intensify the Filipino Brand of Service and Excellence campaign and at the same time celebrating the National Tourist Guide's Day every 2nd Monday of June of every year.

II. OBJECTIVES

Specifically, the **PHILIPPINE TOUR GUIDES CONFERENCE** aims to:

1. To foster the importance of Filipino Brand Service and Excellence
2. To understand the Key, Strategic and Emerging Markets of the Philippines
3. To understand the existing and emerging markets of the Philippines

III. SCOPE OF SERVICES/ DELIVERABLES

The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements which shall be opened for small value procurement based on one (1) lot identified below:

LOT#	<u>Details</u>	ABC (PhP)
1 June 14- 18, 2025 MATI CITY DAVAO ORIENTAL	A. FOOD & BEVERAGES Provision of INCENTIVIZED BUFFET DINNER and PM SNACKS, inclusive of venue rental for 250 pax amounting to PhP1,800 per pax with cultural presentation B. TRANSPORTATION	PhP1,000,000.00

	<p>3 TOURIST BUS RENTAL</p> <p>Three (3) unit air-conditioned tourist bus (preferably 35–50 seater)</p> <p>Route:</p> <p>Duration and Location:</p> <ul style="list-style-type: none"> • Estimated Duration: 3 to 5 consecutive days • Expected Dates: June 14-18, 2025 • Service Area: June 14- Half Day City in Davao City Proceed to Mati City, Davao Oriental <p>June 15- shuttle participants of the conference coming from different hotels in Mati City (within Mati City)</p> <p>June 16 & 17 – tourist service of participants during the tour visit within Davao Oriental</p> <p>June 18 – Shuttle back to Davao City (whole day from Mati City to Davao City)</p> <p>Requirements & Specifications: Fully air-conditioned tourist bus in good running condition At least 2 years old or newer Licensed professional driver familiar with Davao routes With complete registration, insurance, and permits <i>5 days before the implementation dates</i> Equipped with:</p> <ul style="list-style-type: none"> • Clean and sanitized interiors • First-aid kit • Working sound system • Onboard microphone • Ample storage for kits and materials <p>Provision of <i>one (1) VAN Rental for 5 days</i> Route:</p> <ul style="list-style-type: none"> • Service Area: June 14- Half Day City in Davao City Proceed to Mati City, Davao Oriental 	
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	<p>June 15- Shuttle TPB personnel of the conference coming from different hotels in Mati City (within Mati City)</p> <p>June 16 & 17 – Tourist Service of TPB personnel during the tour visit within Davao Oriental</p> <p>June 18 – Shuttle back to Davao City (Whole day from Mati City to Davao City)</p> <p>C. ACCOMODATION Accommodation for 8 rooms, inclusive dates: June 14-19 5 Twin sharing room 2 for COO 1 for DOT Regional Office</p> <p>Note: Must be at least 3-star rate hotel within city center of MATI City/ near or within the premise of the conference subject for approval of TPB</p>	
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IV. PROJECT IMPLEMENTATION SCHEDULE

LOT	DESTINATION	DATES
1	Mati City	June 14-19, 2025

V. ADDITIONAL REQUIREMENTS

1. Provide assistance in preparing/ securing entry documents, as necessary.
2. Must respond to immediate/ unforeseen changes in specifications to include ***tour activities and/or schedules/dates may still be changed*** based on recommendations on the DOT Regional Office
3. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at **no additional cost**.
4. Willing to provide services on a “send-bill” arrangement.
5. Must **submit completed projects for at least two (2) years**
6. Must submit a budget bid proposal that reflects itemized breakdown of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB ***based on the actual cost per pax***.

Qualification of Bidders

1. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws. Must have been in operation for at least two (2) years.
2. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

VI. CONTRACT DURATION

Shall commence from the date of execution, issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.

VII. APPROVED BUDGET FOR THE CONTRACT

The ABC budget is **ONE MILLION PESOS ONLY (PhP1,000,000.00)** inclusive of all applicable taxes and fees, chargeable against the 2025 Approved Corporate Operating Budget of the Domestic Promotions Department.

VIII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the completion of services. Full payment upon issuance of a certificate of satisfactory delivery of all requirements. Payment shall be made 30 days after submission of SOA and complete supporting documents. The Winning Bidder is encouraged to have a Landbank account. Payment shall be made through LBP bank deposit. Otherwise, bank charges shall be shouldered by the Winning Bidder.

IX. PROJECT OFFICERS' CONTACT INFORMATION

ARNOLD T. GONZALES

Acting Manager
Domestic Promotions Department
arnold_gonzales@tpb.gov.ph

CESAR R. VILLANUEVA

Division Chief, Sales Division
Domestic Promotions Department
cesar_villanueva@tpb.gov.ph

ALBERTO B. GADIA JR.

Project Officer, Sales Division
Domestic Promotions Department
alberto_gadia@tpb.gov.ph

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]