

26 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 2025.05.151
PR No. 2025.05.041

Requirements: **SERVICE PROVIDER FOR THE IMPLEMENTATION OF THE CORPORATE SOCIAL RESPONSIBILITY (CSR) 2025 – 1ST LEG - TPB GOES GREEN: EXPLORING SUSTAINABILITY AND TREE PLANTING IN NEW CLARK CITY**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>The TPB shall procure the services of a Tour Operator or Event/Project Management Company for the provision of the following requirements:</p> <p>A. LAND TRANSPORTATION</p> <ul style="list-style-type: none"> Estimated routes: Manila/Pasay-New Clark City-Manila/Pasay Whole 1 day rental of one (1) unit bus for the TPB volunteers Must be at least 2019 or newer model Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost, and other onsite related expenses. Maximum of 15 hours per day inclusive of overtime and drivers' fee. <p>B. FOOD AND BEVERAGE</p> <ul style="list-style-type: none"> Provision of meals (am, lunch, and pm snack) for 60 pax Estimated cost per pax: PhP1,000.00. <ul style="list-style-type: none"> 1. AM snacks with drinks to be distributed upon arrival at the venue or before the start of the program/sustainability tour. 2. Buffet lunch with set-up at the mess 	Php350,000.00	PhP350,000.00

	<p>hall of the Athlete's Village, New Clark City.</p> <p>3. Packed PM snacks to be distributed after tree planting activity or prior</p> <ul style="list-style-type: none"> • Inclusive of rental fee for Venue/Function Room for the buffet lunch. <p>C. NATIVE TREE SEEDLINGS</p> <ul style="list-style-type: none"> • Provision and delivery of 100 - 150 Native Tree Seedlings at the NCC designated area. <p>D. PHOTO AND VIDEO DOCUMENTATION</p> <ul style="list-style-type: none"> • Provision of 1 professional photographer and 1 videographer to cover the CSR proper with the following output: <ul style="list-style-type: none"> - 100- 200 color-enhanced photos - 1-2 minutes event highlight video • Provision of (1) external hard drive containing consolidated outputs. <p>E. VOLUNTEER KITS</p> <ul style="list-style-type: none"> • Provision of 70 bags of safety kits for volunteers to include the following items: <ul style="list-style-type: none"> - 1 Dry Bag - 1 LTP x CSR Shirt - 1 50ml Insect repellent (Environment-friendly) - 1 50g of Sunscreen (Environment-friendly) - 1 pack of organic wipes - 1 pack of facial tissue - 1 personal handheld flashlight - 1 pack of mints - 1 50ml. 70% isopropyl alcohol spray in a bottle <p>F. MANAGEMENT OF ACTIVITY</p> <ul style="list-style-type: none"> • Provision of at least two coordinator/s to co-lead the implementation of the project • Close coordination with suppliers, TPB, BCDA, and suppliers for arrangements. • Manage and handle all logistical requirements with guidance from TPB and BCDA 		
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	<ul style="list-style-type: none"> • To ensure special requests for lunch and packed breakfast or am/pm snacks, etc. are arranged with restaurants • To ensure that itinerary is followed and on-time • Inclusive of payment for toll fees, entrance fees and environmental fees (if applicable) and other applicable fees. <p>G. 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 communication expenses, supplies, emergency fund, and other on-site related expenses. <p>IMPLEMENTATION SCHEDULE AND OTHER DETAILS OF THE PROJECT</p> <p>DATE: 20 June 2025 LOCATION: New Clark City, Capas, Tarlac</p> <p>No. of Participants:</p> <ul style="list-style-type: none"> - 41 TPB volunteers - 15 BCDA volunteers - 2 Videographer/Photographer - 2 Content Creators <p>OTHER TERMS AND CONDITIONS</p> <ol style="list-style-type: none"> 1. Preferably based in Manila, Pampanga, or Tarlac. 2. Willing to accommodate immediate or unforeseen changes in specifications. 3. Activities and/or schedules/dates are subject to change based on recommendations from the DOT Regional Office and the organizers. 		
	<p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Must be a Filipino-owned and operated Tour Operator, or Events/Project Management Company under Philippine laws, and must have been in operation for the last three (3) years. 		

	<p>2. Must be accredited with the Department of Tourism (DOT) (TPB to consider if their DOT certification has an ongoing application for renewal).</p> <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. BIR Certificate of Registration 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 <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	PhP350,000.00 inclusive of all applicable fees and taxes		PhP350,000.00

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 **2 June 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

SERVICE PROVIDER FOR THE IMPLEMENTATION OF THE CORPORATE SOCIAL RESPONSIBILITY (CSR) 2025 - 1ST LEG - TPB GOES GREEN: EXPLORING SUSTAINABILITY AND TREE PLANTING IN NEW CLARK 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.	PARTICULARS	REMARKS	STATEMENT OF COMPLIANCE
SCOPE OF WORK/SERVICES/DELIVERABLES			
1	LAND TRANSPORTATION <ul style="list-style-type: none"> Estimated routes: Manila/Pasay-New Clark City-Manila/Pasay Whole 1 day rental of one (1) unit bus for the TPB volunteers Must be at least 2019 or newer model Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost, and other onsite related expenses. Maximum of 15 hours per day inclusive of overtime and drivers' fee. 	<ul style="list-style-type: none"> a. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. b. With comprehensive insurance c. Daily disinfection of vehicles and always ensure cleanliness. d. Vehicles must be equipped with the following: <ul style="list-style-type: none"> - climate control or air-conditioning, - PA system and CCTVs. - On-board insurance and 3rd party liability insurance; - universal sliding windows and safety belts for all seats. - GPS or Waze application and charging ports/units for mobile phones; - on-board first-aid-kit; fire extinguisher, umbrellas; - working mobile phones and/or handheld two-way radio for easy coordination e. Drivers should have strong navigation skills, always in proper attire or uniform. f. First Aid Kit on board the tour 	

		<p>vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.).</p> <p>g. Provision of 4 gallons of distilled mineral water stand-by (minimize use of plastic bottles)</p> <p>h. Itinerary to be provided by TPB.</p> <p>i. Project Name signage on the vehicle should be provided</p>	
2	<p>FOOD AND BEVERAGE</p> <ul style="list-style-type: none"> Provision of meals (am, lunch, and pm snack) for 60 pax Estimated cost per pax: Php1,000.00. <ol style="list-style-type: none"> AM snacks with drinks to be distributed upon arrival at the venue or before the start of the program/sustainability tour. Buffet lunch with set-up at the mess hall of the Athlete's Village, New Clark City. Packed PM snacks to be distributed after tree planting activity or prior Inclusive of rental fee for Venue/Function Room for the buffet lunch. 	<p>a. Menu is subject to the approval of TPB. Proposals shall be submitted within three (3) working days upon receipt of NTP.</p> <p>b. Packed meals shall be packed in an eco-friendly packaging.</p> <p>c. Can accommodate a special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free). Food restrictions will be shared immediately upon issuance of NTP.</p> <p>d. For lunch, buffet-style with one round of soft drinks or iced tea for beverage.</p> <p>Bidders shall coordinate with TPB and the admin office of the Athletes' Village for the reservation and use of the mess hall.</p> <p>e. Bidders are encouraged to engage with accredited suppliers/caterers of the Athletes' Village.</p> <p>f. In case the mess hall is not available, bidder may recommend restaurants subject to the approval of TPB.</p> <p>g. Drinking water for the participants shall be available on stand-by at the bus and at the lunch venue</p> <p>h. Complete set-up for buffet stations with:</p> <ul style="list-style-type: none"> All dinnerware and glassware necessary for the event Waiters/Service personnel clad 	

		<p>in clean uniforms</p> <ul style="list-style-type: none"> - Buffet Table with setting <p>Clean linens with motif as specified/required for the event</p>	
3	<p>NATIVE TREE SEEDLINGS</p> <p>Provision and delivery of 100 - 150 Native Tree Seedlings at the NCC designated area.</p>	<p>a. BCDA and TPB may recommend a supplier, but the bidder is encouraged to also recommend other suppliers.</p> <p>b. Inclusive of the delivery to the NCC designated area.</p> <p>c. Seedlings shall be in good condition and ready to plant.</p>	
4	<p>PHOTO AND VIDEO DOCUMENTATION</p> <ul style="list-style-type: none"> • Provision of 1 professional photographer and 1 videographer to cover the CSR proper with the following output: <ul style="list-style-type: none"> - 100- 200 color-enhanced photos - 1-2 minutes event highlight video • Provision of (1) external hard drive containing consolidated outputs. 	<p>a. Initial outputs for the photos and 6-10 mins activity video shall be submitted within 7 working days from the conclusion of the project.</p> <p>b. Initial output for the 1-2 mins highlight video shall be submitted within 2 working days from the conclusion o</p>	
5	<p>VOLUNTEER KITS</p> <ul style="list-style-type: none"> • Provision of 70 bags of safety kits for volunteers to include the following items: <ul style="list-style-type: none"> - 1 Dry Bag - 1 LTP x CSR Shirt - 1 50ml Insect repellent (Environment-friendly) - 1 50g of Sunscreen (Environment-friendly) - 1 pack of organic wipes - 1 pack of facial tissue - 1 personal handheld flashlight - 1 pack of mints - 1 50ml. 70% isopropyl alcohol spray in a bottle 	<p>a. To be delivered on or before 20 June 2025.</p> <p>b. Shirt material: 100% cotton</p> <p>c. Shirt sizes shall be shared by TPB within 2 days from receipt of the signed NTP.</p> <p>d. Printing process, lay out, and design, refer here: https://drive.google.com/file/d/1GLG3RITwve1Oc5qWXDb_QRECsTDm6s0d/view?usp=sharing </p>	
6	<p>MANAGEMENT OF ACTIVITY</p> <ul style="list-style-type: none"> • Provision of at least two coordinator/s to co-lead the implementation of the project • Close coordination with suppliers, TPB, BCDA, and suppliers for arrangements. • Manage and handle all logistical requirements with guidance from TPB and BCDA • To ensure special requests for lunch and packed breakfast or am/pm snacks, etc. are arranged with restaurants • To ensure that itinerary is followed and on-time 	<p>a. Preferably based and familiar in Manila/New Clark City/Pampanga and/or Tarlac.</p> <p>b. Tour Coordinator must have at least five (5) years relevant experience.</p> <p>c. <u>Bidders should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid.</u></p>	

	<ul style="list-style-type: none"> Inclusive of payment for toll fees, entrance fees and environmental fees (if applicable) and other applicable fees. 	Shall work closely with the assigned TPB and BCDA Officers on all matters required for the smooth implementation of the tour	
7	INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES Provision of a budget amounting to PhP10,000.00 to cover expenses for communication expenses, supplies, emergency fund, and other on-site related expenses.		
8	IMPLEMENTATION SCHEDULE AND OTHER DETAILS OF THE PROJECT DATE: 20 June 2025 LOCATION: New Clark City, Capas, Tarlac No. of Participants: <ul style="list-style-type: none"> 41 TPB volunteers 15 BCDA volunteers 2 Videographer/Photo 		
9	GENERAL INCLUSIONS / OTHER TERMS AND CONDITIONS <ul style="list-style-type: none"> Preferably based in Manila, Pampanga, or Tarlac. Willing to accommodate immediate or unforeseen changes in specifications. Activities and/or schedules/dates are subject to change based on recommendations from the DOT Regional Office and the organizers. 		
10	ELIGIBILITY REQUIREMENTS Must be a Filipino-owned and operated Tour Operator, or Events/Project Management Company under Philippine laws, and must have been in operation for the last three (3) years. Must submit Company Profile and SEC/DTI/CDA Registration together with the quotation.		
11	Must be accredited with the Department of Tourism (DOT). Must submit together with the quotation.		

Name of Company/Bidder

Signature over Printed Name
of the Authorized 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]