

May 28, 2025

REQUEST FOR QUOTATION

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

RFQ No. : **TPB-RFQ 2025.05.156**
 PR No. : **2025.05.042**
 Requirements : **Service Provider / Destination Management Company for International Responsible Conference for Tourism and Hospitality 2025**

Quantity	Particulars	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Scope of Services</p> <p>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:</p> <p>DATE: June 17, 2025</p> <ul style="list-style-type: none"> - Provision of INCENTIVIZED BUFFET DINNER during the networking night inclusive of venue rental with complete lights and sounds and led wall for 350 pax amounting to PhP2,000.00 per pax with 15 minutes cultural and musical entertainment showcasing the local culture of the Philippines and of the region. <p>PhP2, 000.00 per meal per pax covering Dinner) on June 17, 2025</p> <p>No. of pax: 350</p> <p>Meal requirements: Buffet Meals with 3 main course/ 1 round of drinks/appetizer/dessert</p> <p>Note: The supplier must submit the approved menu 5 days before the actual implementation subject for approval of TPB.</p>	PhP1,000,000.00	PhP1,000,000.00

	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.		
	ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS a. Company profile (New Supplier only) b. SEC/DTI Registration Certificate c. Statement of Compliance to the Technical Specification (Annex "A") LEGAL REQUIREMENTS: a. PhilGEPS Certificate b. Mayor's Business Permit (2025) c. Income/Business Return Certification d. Omnibus Sworn Statement (Annex "C") ATTACHMENTS: a. Statement of Compliance to the Technical Specification (Annex "A") b. Itinerary (Annex "B") c. Omnibus Sworn Statement (Annex "C")		
	NOTE: 1. Quotation - All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.		
Terms	30 days from receipt of Invoice		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		PhP1,000,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph / bac_sec@tpb.gov.ph not later than **3 June 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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
Finance Department

Contact person: Jose T. Ducusin, Jr.

<u>TECHNICAL SPECIFICATION</u>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder's Statement of Compliance (comply /not comply)
A.	Service Provider / Destination Management Company for International Responsible Conference for Tourism and Hospitality 2025	1 lot	
	<p>Scope of Services 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:</p> <p>DATE: June 17, 2025</p> <ul style="list-style-type: none"> - Provision of INCENTIVIZED BUFFET DINNER during the networking night inclusive of venue rental with complete lights and sounds and led wall for 350 pax amounting to PhP2,000.00 per pax with 15 minutes cultural and musical entertainment showcasing the local culture of the Philippines and of the region. <p>PhP2, 000.00 per meal per pax covering Dinner) on June 17, 2025 No. of pax: 350 Meal requirements: Buffet Meals with 3 main course/ 1 round of drinks/appetizer/dessert</p> <p>Note: The supplier must submit the approved menu 5 days before the actual implementation subject for approval of TPB.</p> <ul style="list-style-type: none"> - Provision of VAN Rental for 2 days (2018 model or newer) or one (1) unit of minibus/coaster with driver inclusive of gas, parking fees and overtime fees Route: Manila-Cavite Itinerary (Annex "B") 		

	<ul style="list-style-type: none"> - Accommodation for 2 rooms (2D/1N) at Bay leaf General Trias, Cavite - Provision of Tokens/Giveaways to 350 participants must be sustainable and come from the host communities amounting to PhP500.00 		
	Project Implementation Schedule June 17, 2025		
	ADDITIONAL REQUIREMENTS <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 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 the cost 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. 7. Valid Department of Tourism (DOT) Certificate of Accreditation. 		
	CONTRACT DURATION Shall commence from the date of execution, issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.		

I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

International Responsible Conference for Tourism and Hospitality

ITINERARY

June 16, 2025 (MONDAY)

8:00 a.m.	Pick-up - TPB personnel going to Terminal II Airport before proceeding to Pick Area: Harbor Drive, Five E-COM
9:00 a.m.	NAIA Terminal II pick-up at the Arrival area
9:30 a.m.	Mobile to Sampalok, Quezon to pick-up the tokens
12:30 n.n.	ETA at Sampalok, Quezon
1:30 p.m.	Mobile from Sampalok, Quezon going to Bayleaf Hotel (General Trias Cavite)
4:00 p.m.	ETA at Bayleaf, Cavite End of the Tour

June 17, 2025 (TUESDAY)

6:00 a.m.	Mobile to General Trias Bayle (venue of the said IRCTH)
8:00 a.m.	ETA at Indang, Cavite (Bayleaf Hotel)
12:00 n.n.	Shuttle to Indang, Cavite
4:00 p.m.	End of the Tour Back to Manila

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]