

09 July 2025

## REQUEST FOR QUOTATION (RFQ)

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

**RFQ No.** TPB-RFQ 2025.07.191  
**PR No.** 2025.07.004

**REQUIREMENTS:** **SERVICES OF A TOUR OPERATOR FOR THE TOURISM PROMOTIONS BOARD PHILIPPINES PARTICIPATION IN THE 36<sup>th</sup> PHILIPPINE TRAVEL MART**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<b>SCOPE OF WORK/SERVICES/DELIVERABLES</b>  <b>A. Land Transportation</b> <ul style="list-style-type: none"> <li>Two (2) vans to be used from 04 September to 08 September 2025</li> <li>Route: TPB office – SMX and vice versa; within Metro Manila, as necessary for project errands and airport transfers for featured artisans</li> <li>Dates are subject to change.</li> <li>Van unit year model must be at least 2022 or not more than three (3) years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L.</li> <li>Maximum use of 18 hours per day inclusive of overtime and driver's fee, overtime, food, parking fees, toll fees (if necessary).</li> <li>Includes third-party liability insurance.</li> <li>With daily provision of wet tissues, alcohol, mineral water, mint.</li> <li>First Aid kit and umbrella on board.</li> <li>Equipped with GPS or Waze.</li> <li>Driver should have strong navigation skills, uniformed, presentable and well-trained.</li> </ul>	PhP849,000.00	PhP849,000.00

	<p><b>B. Other Logistics for Artisans</b></p> <p><b>Transportation for Artisans (via air/land)</b></p> <ul style="list-style-type: none"><li>• Issuance of domestic air tickets for three passengers, including a 40 kg baggage allowance each, for the route TBA-Manila-TBA (with the farthest possible origin being Zamboanga); alternatively, provision of roundtrip van transfers should travel be by land. Supplier should be able to make arrangements for courier requirements of the weavers for maximum of 50 kg for their loom equipment</li></ul> <p><b>Honorarium for Artisans</b></p> <ul style="list-style-type: none"><li>• Provision of honorarium for maximum of two (2) featured artisans amounting to Php6,500.00 per pax per day for 3 days. Should be supported with an acknowledgement receipt/voucher.</li></ul> <p><b>Accommodation for Artisans</b></p> <ul style="list-style-type: none"><li>• Provision of one (1) triple-sharing room (business scale) for the 2 featured artisans and 1 accompanying LGU officer inclusive of daily breakfast complete basic room amenities (daily water, towel, toiletries) for four (4) nights</li></ul> <p><b>C. Booth Gamification, Tokens and Giveaways for Presentors and VIPs</b></p> <ul style="list-style-type: none"><li>• Provision of 500 pcs of canvass bag with “Love the Philippines” logo. Layout to be provided by the TPB.</li><li>• Provision of giveaways/tokens for the following:<ul style="list-style-type: none"><li>a. 50 sets for Onstage Winners amounting to Php1,000.00 per set</li><li>b. 20 sets for Presentors amounting to Php1,500.00 per set</li><li>c. 20 sets for VIPs amounting to Php2,500.00 per set</li></ul></li></ul> <p><b>D. Provision of Food and Beverages</b></p> <ul style="list-style-type: none"><li>• Provide meals for:</li></ul> <table><tr><th>Dates</th><th>Meal Requirement</th><th>Minimum Guaranteed</th></tr><tr><td></td><td>Lunch</td><td>35</td></tr></table>	Dates	Meal Requirement	Minimum Guaranteed		Lunch	35		
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05 September 2025 (Opening Day)	<i>*amounting to a maximum of PhP800/pax</i>	
	PM snacks <i>*amounting to maximum of PhP400/pax</i>	35
	Dinner <i>*amounting to maximum of PhP800/pax</i>	35

- **For lunch/dinner:** to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert, and beverage (soft drinks/juice) packed in a decent biodegradable/ reusable bento box. **For snacks:** pasta and/or sandwiches are preferred
- Complete dining set-up; Able to provide microwave, table, and chairs with linen cover; Should be an SMX-accredited caterer
- **Other F&B:** Provide featured delicacy per day amounting to maximum of PhP5,000.00 per day for 3 days (VIP lounge)
- All meal requirements to be selected and approved by the TPB

**E. Provision of Photo and Video Team**

- Provision of at least 1 professional videographer, 1 professional photographer and 1 editor to cover the 3-day event and to provide a consolidated output stored in a Hard Drive. Schedule as follows:

Date	Schedule
05 September 2025	7AM – 1PM (To cover opening, booth tour of VIPs, onstage and booth activities)
06 September 2025	1PM – 6PM (To cover onstage and booth activities)
07 September 2025	2PM – 8PM (To cover onstage, booth activities, event closing)

*\*Schedule subject to change without prior notice*

- Should be able to submit:
  - ✓ 2-3 minute editorial event highlight video to be submitted on 08 September 2025. Must


	<p>be able to edit and finalize the video as necessary.</p> <ul style="list-style-type: none"><li>✓ At least 300 color-enhanced photos.</li><li>✓ Raw photos and videos.</li><li>✓ Edited 30- to 60-seconder video for social media postings by TPB, daily.</li><li>• Submitted photos and videos shall be fully-owned by the TPB.</li><li>• All provisions for the photographers and videographers must be inclusive of meals, accommodation, and overtime charges.</li></ul> <p><b>F. Printing of Banners</b></p> <ul style="list-style-type: none"><li>• A4 Pull-up Banners</li><li>• Pull-up Banners</li></ul> <p><i>(kindly refer to the Statement of Compliance for the complete details)</i></p> <p><b>G. Other Logistical Requirements</b></p> <ul style="list-style-type: none"><li>• Provision of booth housekeeper for <i>12 hours per day x 5 days</i> (including ingress and egress) with maximum fee of PhP1,500.00 per day. Should be supported with acknowledgement receipt/voucher.</li><li>• Provide a maximum aggregated cost of PhP3,000.00 for communication/data allowance for ten (10) TPB personnel or Php300.00/pax.</li><li>• Provide a maximum aggregated cost of PhP28,000.00 for the booth supplies, contingency fund, and sanitary supplies.</li></ul> <p>Breakdown:</p> <table><tr><th>Particulars</th><th>Amount</th></tr><tr><td>Booth Supplies</td><td>13,000.00</td></tr><tr><td>Contingency fund</td><td>10,000.00</td></tr><tr><td>Sanitary Supplies</td><td>5,000.00</td></tr><tr><td><b>Total Amount</b></td><td><b>PhP28,000.00</b></td></tr></table> <p><b>DATE OF IMPLEMENTATION:</b> 04-08 September 2025, inclusive of ingress and egress (indicative dates) at SMX Convention Center Manila</p> <p><b>NOTE:</b> <u>Attached is the Statement of Compliance with the Technical Specifications for complete details of the requirements.</u></p>	Particulars	Amount	Booth Supplies	13,000.00	Contingency fund	10,000.00	Sanitary Supplies	5,000.00	<b>Total Amount</b>	<b>PhP28,000.00</b>	
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	<b>TECHNICAL REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>1. Company Profile (<i>if new bidder</i>)</li> <li>2. SEC/DTI/CDA Registration, as applicable</li> <li>3. List of completed projects handled for the last three (3) years, 2021-2024</li> <li>4. Valid DOT Accreditation Certificate or provisional accreditation certificate</li> <li>5. Signed Statement of Compliance</li> </ol> <b>LEGAL REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's Permit</li> <li>3. Latest Income/Business Tax Return</li> <li>4. Notarized Revised Omnibus Sworn Statement</li> </ol> <b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications</li> <li>2. Revised Omnibus Sworn Statement</li> <li>3. Technical Specifications</li> </ol> <b>NOTE:</b> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of invoice/billing.		
ABC	The Approved Budget for the Contract (ABC) is PhP849,000.00, inclusive of all applicable taxes		<b>PhP849,000.00</b>

Please submit your quotation, legal, and technical documents duly signed by your authorized representatives to the email addresses: **kristine\_aclan@tpb.gov.ph/ bac\_sec@tpb.gov.ph**, not later than **14 July 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

Please be informed that the Tourism Promotions Board Philippines is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



**GENESIS WEIYN B. LEE**

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 TOURISM PROMOTIONS BOARD PHILIPPINES' PARTICIPATION IN THE 36<sup>TH</sup> PHILIPPINE TRAVEL MART

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	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)										
SCOPE OF WORK/SERVICES/DELIVERABLES												
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	<ul style="list-style-type: none"> <li>✓ Raw photos and videos.</li> <li>✓ Edited 30- to 60-second video for social media postings by TPB, daily.</li> <li>• Submitted photos and videos shall be fully-owned by the TPB.</li> <li>• All provisions for the photographers and videographers must be inclusive of meals, accommodation, and overtime charges.</li> </ul>	
6	<p><b>F. Printing of Banners</b></p> <p><b><u>A4 Pull-up Banners</u></b></p> <p>Quantity : 4 pcs</p> <p>Size : A4 Size (8.27"x11.69")</p> <p>Color Requirement : Full color prints</p> <p>Material Composition : Aluminum with pull-up mechanism</p> <p>Tarpaulin Material : 10 oz</p> <p>Printing Process : Digital</p> <p>Packaging : Individually packed in a carrier bag</p> <p>Other Requirements : Should have sturdy base and clip rail with 2 twist-out pole for assembly</p> <p>Print Turnaround : 10 calendar days upon TPB's submission of final layout</p> <p><b><u>Pull-up Banners</u></b></p> <p>Quantity : 2 pcs</p> <p>Size : 2.76 ft width x 6.5 ft height</p> <p>Stock : Matte Fabric Banner Universal 150 gsm</p> <p>Color : Full color on digital printing process</p> <p>Finishing : Loose sheets</p> <p>Color Requirement : Full color prints</p> <p>Material Composition : Aluminum with pull-up mechanism</p> <p>Packaging : Individually packed in a cylinder bag with strap/carrier bag</p> <p>Other Requirements : Should have sturdy base and clip rail with 2 twist-out pole for assembly</p> <p>Print Turnaround : 10 calendar days upon TPB's submission of final layout</p>	

7	<p><b>G. Other Logistical Requirements</b></p> <ul style="list-style-type: none"><li>Provision of booth housekeeper for <i>12 hours per day x 5 days</i> (including ingress and egress) with maximum fee of PhP1,500.00 per day. Should be supported with acknowledgement receipt/voucher.</li></ul> <p><i>Duties and Responsibilities of Booth Housekeeper:</i></p> <ol style="list-style-type: none"><li>To facilitate the physical transfer of giveaways, printed collaterals, supplies, equipment, and other items required during the event, between the storage area/s and TPB booth, and delivery vehicle to venue/booth, as needed during the 3-day event</li><li>To secure the storage areas (main storage and mini-storage areas) where TPB property is kept.</li><li>To maintain cleanliness and upkeep of the 135-sqm booth space</li></ol> <ul style="list-style-type: none"><li>Provide a maximum aggregated cost of PhP3,000.00 for communication/data allowance for ten (10) TPB personnel or Php300.00/pax.</li><li>Provide a maximum aggregated cost of PhP28,000.00 for the booth supplies, contingency fund, and sanitary supplies.</li></ul> <p>Breakdown:</p> <table><tr><th>Particulars</th><th>Amount</th></tr><tr><td>Booth Supplies</td><td>13,000.00</td></tr><tr><td>Contingency fund</td><td>10,000.00</td></tr><tr><td>Sanitary Supplies</td><td>5,000.00</td></tr><tr><td><b>Total Amount</b></td><td><b>PhP28,000.00</b></td></tr></table>	Particulars	Amount	Booth Supplies	13,000.00	Contingency fund	10,000.00	Sanitary Supplies	5,000.00	<b>Total Amount</b>	<b>PhP28,000.00</b>	
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8	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>What : 36<sup>th</sup> Philippine Travel Mart Where : SMX Convention Center Manila When : 04-08 September 2025, inclusive of ingress and egress (<i>indicative dates</i>)</p>											
9	<p><b>Qualifications of the Bidder:</b></p> <ol style="list-style-type: none"><li>Must be a Filipino-owned, operated, and legally registered Company under Philippine laws and must have been in operation for the last three (3) years.</li><li>Must have previously completed a minimum of three (3) projects for the past 3 years in providing/ servicing tour operations for National</li></ol>											

	Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations. Required to submit a list of completed projects from 2021-2024; 3. Must be a DOT-accredited tourism establishment. Required to submit either a Valid DOT-accreditation certificate or a provisional accreditation certificate.	
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I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of the Authorized Representative

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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]*