

## REQUEST FOR QUOTATION

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

**RFQ No.** TPB RFQ 2025.07.212  
**PR No.** 2025.07.031

**REQUIREMENTS:** **SERVICE PROVIDER FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2025 INTERPRETERS**

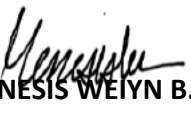
Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)												
1 Lot	<b>SCOPE OF WORK/ SERVICES</b>  TPB requires the services of a DOT-accredited travel and tour agency/operator that would be able to provide interpreters for the components of the event including the two (2)-day travel exchange, who can speak the ff:	PhP400,000.00	PhP400,000.00												
	<table><tr><th>LANGUAGE</th><th>NUMBER OF INTERPRETERS (PAX)</th></tr><tr><td>Japanese</td><td>3</td></tr><tr><td>Korean</td><td>5</td></tr><tr><td>Chinese (Mainland)</td><td>2</td></tr><tr><td>Chinese (Taiwan)</td><td>6</td></tr><tr><td><b>TOTAL</b></td><td><b>16</b></td></tr></table>			LANGUAGE	NUMBER OF INTERPRETERS (PAX)	Japanese	3	Korean	5	Chinese (Mainland)	2	Chinese (Taiwan)	6	<b>TOTAL</b>	<b>16</b>
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	<b>TOTAL</b>			<b>16</b>											
<b>PROJECT IMPLEMENTATION SCHEDULE</b> <b>Date of Implementation:</b> 08-09 September 2025 (TRAVEX) <b>Venue of Event:</b> Within Metro Manila															
<b>QUALIFICATION OF BIDDERS</b> A. Must be a Filipino-owned, operated, and legally registered tour agency/operator under Philippine laws and must have been in operation for the last three (3) years. B. An interpreter's Curriculum Vitae (CV) demonstrating a minimum of three (3) years of interpreting experience must be submitted upon receipt of Notice to Proceed (NTP), for TPB approval.															
<b>ADDITIONAL TECHNICAL REQUIREMENTS:</b> 1. Company Profile ( <i>if new TPB supplier</i> ) 2. SEC/DTI Registration Certificate															

	3. Accomplished Statement of Compliance to the Technical Specifications		
	<b>LEGAL REQUIREMENTS:</b> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration 4. Notarized Omnibus Sworn Statement <b>ATTACHMENTS:</b> 1. Statement of Compliance 2. Omnibus Sworn Statement sample 3. Technical Specifications <b>NOTE:</b> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days.		
Terms of Payment	<ul style="list-style-type: none"> <li>Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements.</li> <li>One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.</li> <li>The supplier must have a Landbank account. Payment will be made through LBP bank deposit.</li> <li>In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier</li> </ul>		
ABC	The Approved Budget for the Contract (ABC) is inclusive of all applicable fees and taxes.		<b>PhP400,000.00</b>

Please submit your **quotation, together with the technical and legal documents** enumerated above, duly signed by your authorized representative, in a **sealed envelope** not later than **01 August 2025, 12:00 PM**, to the address below, 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 WEILYN B. LEE**  
Acting Head  
Procurement Management Division

**CONTACT PERSON:** ADA CRUZ

**Quotation No.** TPB RFQ 2025.07.212  
**PR No.** 07.031

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

### SERVICE PROVIDER FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2025 INTERPRETERS

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												
1	<b>SCOPE OF WORK/ SERVICES</b>  TPB requires the services of a DOT-accredited travel and tour agency/operator that would be able to provide interpreters for the components of the event including the two (2)-day travel exchange, who can speak the ff:													
	<table><tr><th>LANGUAGE</th><th>NUMBER OF INTERPRETERS (PAX)</th></tr><tr><td>Japanese</td><td>3</td></tr><tr><td>Korean</td><td>5</td></tr><tr><td>Chinese (Mainland)</td><td>2</td></tr><tr><td>Chinese (Taiwan)</td><td>6</td></tr><tr><td>TOTAL</td><td>16</td></tr></table>		LANGUAGE	NUMBER OF INTERPRETERS (PAX)	Japanese	3	Korean	5	Chinese (Mainland)	2	Chinese (Taiwan)	6	TOTAL	16
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## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

4	<b>ADDITIONAL TECHNICAL REQUIREMENTS</b> 1. Company Profile <i>(if new TPB supplier)</i> 2. SEC/DTI Registration Certificate 3. Accomplished Statement of Compliance with the Technical Specifications	
5	<b>LEGAL REQUIREMENTS:</b> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration 4. Notarized Omnibus Sworn Statement <b>NOTE:</b> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days.	
6	<b>TERMS OF PAYMENT</b> <ul style="list-style-type: none"> <li>• Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements.</li> <li>• One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.</li> <li>• The supplier must have a Landbank account. Payment will be made through LBP bank deposit.</li> <li>• In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier</li> </ul>	
7	<b>CONTRACT DURATION</b> The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of 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]*

## **TECHNICAL SPECIFICATIONS**

### **SERVICE PROVIDER FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2025 INTERPRETERS**

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#### **I. BACKGROUND**

Philippine Travel Exchange (PHITEX) stands as the country's foremost government-organized travel trade event, with a legacy dating back to its establishment in 1996. The event attracts esteemed qualified buyers from around the globe, affording them the opportunity to engage in meaningful table-top business appointments with distinguished Philippine sellers. Moreover, it enables participants to experience the allure of various Philippine tourism destinations through pre- and post-event tours, all with the overarching goal of bolstering tourist arrivals in the Philippines.

Over the years, PHITEX has emerged as a pivotal annual marketing occasion that strengthens the Philippines' brand image and fosters a spirit of collaboration among participants in promoting affordable and competitive tourism packages.

#### **II. OBJECTIVES**

- Invite a maximum of 60 international buyers from TPB markets and 80 Philippine seller companies to participate in the event.
- Provide a venue for foreign buyers of travel products to discuss business with Philippine tourism suppliers with possibility of securing booking on-site or at least business leads;
- Communicate to the global market that tourism in the Philippines is safe and is flourishing with its new and improved product offerings; and
- Entice buyers to include the Philippines in their tour programs or expand their existing tour programs of the country.

#### **III. SCOPE OF WORK/SERVICES**

TPB requires the services of a DOT-accredited travel and tour agency/operator that would be able to provide interpreters for the components of the event including the two (2)-day travel exchange, who can speak:

<b>LANGUAGE</b>	<b>NUMBER OF INTERPRETERS (pax)</b>
Japanese	3
Korean	5
Chinese (Mainland)	2
Chinese (Taiwan)	6
<b>TOTAL</b>	<b>16</b>

#### **IV. PROJECT IMPLEMENTATION SCHEDULE**

Date of Implementation : 08-09 September 2025 (TRAVEX)  
 Venue of Event : Within Metro Manila

#### **V. QUALIFICATION OF BIDDERS**

- A. Must be a duly registered Philippine company engaged in the business as a travel and tour agency/operator;
- B. Must be in operation for at least three (3) years; and
- C. An interpreter's Curriculum Vitae (CV), demonstrating a minimum of three (3) years of interpreting experience must be submitted upon receipt of Notice to Proceed (NTP), for TPB approval.

#### **VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for Contract (ABC) is **FOUR HUNDRED THOUSAND PESOS (PHP 400,000.00)**, inclusive of all applicable taxes and bank-related fees. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget.

#### **VII. TERMS OF PAYMENT**

**Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.**



**MICHAEL M. MALONDA**

Project Manager

Philippine Travel Exchange (PHITEX) 2025

6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

The supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

**VIII. CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

**IX. PROJECT OFFICERS CONTACT INFORMATION**

Name : MICHAEL M. MALONDA  
E-mail Address : [michael\\_malonda@tpb.gov.ph](mailto:michael_malonda@tpb.gov.ph)

Name : HANNAH S. YABYABIN  
E-mail Address : [hannah\\_yabyabin@tpb.gov.ph](mailto:hannah_yabyabin@tpb.gov.ph)

Name : GEMMA AILEEN S. ISIC  
E-mail Address : [gemma\\_isic@tpb.gov.ph](mailto:gemma_isic@tpb.gov.ph)