

19 April 2017

**REQUEST FOR QUOTATION**

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

Quotation No. **TPB-PR 2017-04-197**

**Requirements: Services of a Tour Operator for Dive Adventures Familiarization Tour**

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p><b>I. BACKGROUND</b></p> <p>The Tourism Promotions Board has been conducting familiarization trips to promote the attractions of traveling in the Philippines.</p> <p>TPB, in coordination with the DOT Overseas Office in Sydney, will organize the Dive Adventures Familiarization Tour to be held on 29 April – 13 May in Manila, Anilao, Puerto Princesa and Coron.</p> <p>Dive Adventures is Australia's leading dive travel specialist. For over 25 years, Dive Adventures has been serving the Australian diver's travel needs, earning a reputation for reliability and professional service. As an independent and fully licensed travel agency, with offices in Sydney and Melbourne, they can tailor make holiday packages and dive trips to suit individuals, honeymooners, families, small and large groups.</p> <p>Dive Adventures' team of highly experienced travel consultants, are also divers and will ensure you get the best service, quality and value to suit your needs and budget. They have a vast knowledge of our destinations through extensive travel and continual research and can help plan and arrange every aspect of your holiday from flights, accommodation, transfers and diving, to travel insurance.</p> <p>This familiarization tour aims to increase awareness of the Philippines as holiday destination through product awareness and update; to create a mutually beneficial business relationship between the wholesalers, agents and Philippine property owners/managers and airline operators; to build confidence among the dive agents from Australia in selling the Philippines.</p> <p><b>II. SCOPE OF WORK/DELIVERABLES:</b></p>	<p>Php <b>140,500.00</b></p>	<p>Php <b>140,500.00</b></p>

	<p>TPB requires the services of a tour operator that would be able to provide the following:</p> <p>1. Accommodation</p> <ul style="list-style-type: none"> <li>– One (1) room accommodation (TWIN SHARING) with breakfast in Manila for 1 night on 29-30 April. Hotel should be AAA (or its equivalent) and DOT accredited preferably New World Manila Bay Hotel. <i>(Awaiting approval of sponsorship)</i></li> <li>– One (1) room accommodation (TWIN SHARING) with breakfast in Anilao, Batangas for 2 nights on 30 April – 02 May 2017. Hotel should be DOT Accredited, AAA (or its equivalent) and should have a PCSSD accredited dive center preferably Buceo Anilao Beach &amp; Dive Resort. <i>(Awaiting approval of sponsorship)</i></li> <li>– One (1) room accommodation (TWIN SHARING) with breakfast in Puerto Princesa City for an overnight stay on 02-03 May 2017. Hotel should be DOT Accredited, AA (or its equivalent) preferably Hotel Centro in Puerto Princesa. <i>(Awaiting approval of sponsorship)</i></li> <li>– One (1) room accommodation (TWIN SHARING) with breakfast in Puerto Princesa City for an overnight stay on 09-10 May 2017. Resort should be DOT Accredited, AAA (or its equivalent) preferably Sheridan Beach Resort in Sabang. <i>(Awaiting approval of sponsorship)</i></li> <li>– One (1) room accommodation (TWIN SHARING) with breakfast in Coron for 3 nights on 10-13 May 2017. Hotel should be DOT Accredited AA or AAA (or its equivalent) and should have a PCSSD accredited dive center and should arrange for at least 3 dives during the group’s stay in the hotel. Preferable El Rio Y Mar Palawan. <i>(Awaiting approval of sponsorship)</i></li> </ul> <p>*Total cost of accommodation should be based on actual room expenses</p> <p>*Secured sponsorships should be deducted from the total expenses</p> <p>2. Transportation (Van) <i>(kindly refer to itinerary)</i></p> <ul style="list-style-type: none"> <li>– Metro Manila (29-30 April, 10 May)</li> <li>– Anilao, Batangas (30 April-02 May)</li> <li>– Puerto Princesa (02, 09-10 May)</li> <li>– Coron, Palawan (10-13 May)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>* Uniformed, presentable and trained drivers</li> <li>* Gasoline, toll and parking fees</li> </ul>		
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	<ul style="list-style-type: none"> <li>* Dispatcher / coordinator per vehicle</li> <li>* Provision of first aid kit onboard</li> <li>* Provision of proper, approved, clean signage for the vehicles</li> </ul> <p><b>3. Tours</b></p> <ul style="list-style-type: none"> <li>– Puerto Princesa Underground River Tour for 2 pax with lunch on 09 May 2017;</li> <li>– All incidental fees to be incurred during their stay (Entrance fees, Environmental fees, etc.)</li> </ul> <p><b>4. Other Requirements</b></p> <ul style="list-style-type: none"> <li>– Inclusion of miscellaneous and incidental expenses to be incurred during the tour</li> <li>– Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following: <ul style="list-style-type: none"> <li>• Coordination with TPB in all other matters required for the smooth implementation of the tour</li> <li>• Designation of a point person who will coordinate with TPB</li> </ul> </li> </ul> <p>The tour guide/coordinator should have the following attributes:</p> <ul style="list-style-type: none"> <li>– Attentive and addresses the needs of the client</li> <li>– Has been in the industry for at least 3 years</li> <li>– Must be willing to provide services on a send bill arrangement</li> <li>– Accredited by the Department of Tourism</li> </ul> <p><b>III. Time Frame and Schedule of Work</b></p> <p>A tour operator to provide the mentioned services from 29 April – 13 May 2017. (Please see attached itinerary)</p> <p><b>IV. Eligibility Requirements</b></p> <ol style="list-style-type: none"> <li>1. Must be DOT accredited.</li> <li>2. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps).</li> <li>3. Must be a member of DOT recognized organizations.</li> <li>4. Must have handled at least three (3) government projects / events.</li> <li>5. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.</li> </ol> <p><b>V. Technical Eligibility Documents</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. PhilGeps Accreditation</li> </ol>		
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	3. Valid DOT accreditation certificate 4. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name. 5. Valid and current Mayor's permit/municipal license 6. Notarized Omnibus Sworn Statement		
Terms	30 days upon receipt of invoice		
ABC	Php 140,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **24 April 2017**, 10:00 a.m. thru email [pgsd@tpb.gov.ph](mailto:pgsd@tpb.gov.ph) or [maria\\_ponting@tpb.gov.ph](mailto:maria_ponting@tpb.gov.ph) , subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

**REMIGIO U. PAGADUAN**

Officer – In – Charge

Procurement and General Services Division

Contact Person

MARIA SALVE CATRIONA U. PONTING

Contact No

525-93-18 loc 217

Note: **All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

## Omnibus Sworn Statement

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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;

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 following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure 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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_