

10 August 2017

REQUEST FOR PROPOSAL

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

Quotation No. **TPB-PR 2017-08-441**

Requirements: Services of a Ground Handler for the Arrangements of the Ohayo Call ABC Shooting in Manila, Vigan and Bohol

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p>I. PROJECT The Tourism Promotions Board (TPB) together with the Department of Tourism – Osaka is working with Asahi Broadcasting Corporation (ABC) Television to feature the Philippines in their weekday TV morning news, lifestyle and information show titled: Ohayo call ABC.</p> <p>II. BACKGROUND As part of the recovery program to dispel the negative image of the Philippines in Japan, PDOT-Osaka negotiated with ABC to feature the Philippines in their weekday TV morning news, lifestyle and information show entitled Ohayo Call ABC. Maintained under the ABC Libra production group, the show is aired weekdays from 5:00 AM to 6:45 AM daily to a viewership of 9.8 million households or 21 million individuals.</p> <p>The shooting is scheduled on 24-29 August 2017.</p> <p>III. PURPOSE/OBJECTIVES</p> <ol style="list-style-type: none"> 1. To feature the Philippines as an international tourism destination and to dispel the negative image of the country to the Japanese market. 2. To drive more Japanese travelers to visit the Philippines. <p>IV. MINIMUM REQUIREMENTS FOR SUPPLIERS</p> <ol style="list-style-type: none"> a) Must be DOT-accredited; b) Willing to provide services on “send-bill” arrangement; c) Flexible and could adjust immediately to urgent requirements without additional cost to the client; d) Must arrange for the shooting permits (note that the guest will use a drone camera) in all the destinations covered. <p>V. SCOPE OF WORK/DELIVERABLES</p> <ol style="list-style-type: none"> 1. Draft itinerary is attached. The Tour Operator must work on the provided itinerary. 	<p>Php 950,000.00</p>	<p>Php 950,000.00</p>

<p>2. Must provide for on-site related expenses as the need arises.</p> <p>3. Duration of the shooting: 24-29 August 2017</p> <p>4. Destinations: Manila, Vigan, and Bohol</p> <p>5. Number of guest: 6 pax (4 Japanese crew, 1 DOT-Osaka, and 1 TPB).</p> <p>6. Arrangement of shooting permits in all the destinations covered.</p> <p>7. Cover roundtrip International Airfare Tickets for 5 pax (KIX-MNL-KIX with maximum baggage allowance with terminal fee and travel tax) via PR407 and PR408.</p> <p>8. Cover roundtrip Domestic Airfare Tickets for 6 pax on the following flights (with maximum baggage allowance with terminal fee): MNL-LAO-MNL via PR2196 PR2199 MNL-TAG-MNL via PR2773 PR2774</p> <p>9. Provision of full-board meals which must showcase local cuisine in renowned restaurants if not specified in the attached itinerary. Please include the name of the suggested restaurant during the submission of bid. Also, the show would like to feature one restaurant per destination. The following are the suggested restaurants which will include the shooting of the dishes and interview with the Chef:</p> <p>MANILA - BISTRO REMEDIOS VIGAN - HIDDEN GARDEN RESTAURANT HERENCIA CAFE RESTAURANT SARAMSAM YLOCANO RESTAURANT AND BAR BOHOL - BOHOL BEE FARM **To be advised once finalized</p> <p>10. Availability of cold towels, bottled water and snacks AT ALL TIMES.</p> <p>11. Services of Japanese speaking guide (DOT-accredited) <u>Manila and Vigan (to fly in to Vigan if a Japanese speaking guide is unavailable. Can share room with TPB representative)</u> Ms. Josephine Benedicto <u>Bohol – Ms. Jingay Suico</u></p> <p>12. Cover the ground transportation service requirements for the whole duration of the trip starting from their arrival in Manila:</p> <ul style="list-style-type: none"> • Van hire with driver (inclusive of taxes, meals of the driver, toll fees, gasoline and other related expenses) and with comfortable seating • Boat rentals • Hotel and airport transfers <p>**All of the above items must be DOT-Accredited</p>		
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<p>13. Cover island hopping activities, city tours, entrance fees and environmental fees, gratuities, excess baggage fees, and other activities and applicable fees, as the case may be, except those with sponsors.</p> <p>14. Provide accommodations:</p> <ul style="list-style-type: none"> • 24 and 26 August 2017 – Midas Hotel • 25 August 2017 – Sitio Remedios Heritage Village (property filming) • 27-29 August 2017 – Bohol Beach Club (property filming) <ul style="list-style-type: none"> ○ <u>6 single rooms with breakfast for the following:</u> <ol style="list-style-type: none"> 1. Ms. Tsubasa Ogata (Director) 2. Mr. Yuma Kanaya (Assistant Director) 3. Ms. Mika Kasahara (Reporter) 4. Mr. Seiji Kawai (Cameraman) 5. Ms. Rose Anne B. Cruz (TPB Representative) 6. Mr. Koji Takehara (DOT-Osaka Representative) <p>Note: Guests will use camera equipment so make sure all sites mentioned in the itinerary are advised for filming.</p> <p>15. Securing of shooting permits on the following locations:</p> <ul style="list-style-type: none"> A. <u>Manila</u> – Filming of San Agustin Church (inside and outside), Casa Manila Museum (inside and outside), Bambike experience, Kalesa, Bonifacio Global City (BGC), and Unit 27 Bar + Café, and local market (to be specified once finalized) B. <u>Vigan</u> – Filming of Sitio Remedios Heritage Village, all sites included in Vigan City Tour such as but not limited to Vigan heritage Village, Bantay Church Bell Tower, Padre Burgos Museum, Calle Crisologo, Plaza Burgos Empadahan, St. Paul Metropolitan Cathedral, Plaza Salcedo, and street food shooting. C. <u>Bohol</u> – Filming at the Philippine Tarsier Sanctuary, Chocolate Hills Adventure Park, Bikezip and buggy ride, Bohol beach Club shooting with cultural show, and Bohol Bee Farm <p><u>Usage of drone on the following areas:</u></p> <ol style="list-style-type: none"> 1. <u>Paoay Church</u> 2. <u>Vigan City view</u> 3. <u>Bohol Alona Beach</u> 4. <u>Bohol Chocolate Hills</u> <p><i>**Other locations shall be advised once finalized by the DOT-Osaka team/production crew.</i></p> <p>16. Travel insurance</p> <p>17. Should TPB be able to secure sponsorships or discounted rates from partner establishments for this trip, the cost</p>		
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	<p>equivalent to the sponsorship value should not be included in the statement of account of the tour operator</p> <p>18. The tour operator should be able to cater to any addition or cancellations provided it should not exceed the budget.</p> <p>19. The statement of account should reflect the expenses incurred in the actual tour, inclusive of service charge and applicable taxes</p> <p>20. Any other requirements that may be mutually agreed upon by TPB and the service provider</p> <p>The tour operator should have the following attributes:</p> <ul style="list-style-type: none"> • Attentive and addresses the needs of the client • Has been in the industry for at least 3 years • Must be willing to provide services on a send bill arrangement <p>VI. TIME FRAME AND SCHEDULE OF WORK</p> <p>A tour operator to provide the aforementioned services from 24-28 August 2017, please refer to attached itinerary</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 950,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **16 August 2017, 12:00 n.n.** in a **SEALED QUOTATION** , 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

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

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. Mayor's Permit/License (valid and current)
2. Income / Business Tax Return
3. PhilGEPs Membership / Certificate
4. Notarized Omnibus Sworn Statement (See Attached "Annex A")
5. DOT Accreditation Certificate

Omnibus Sworn Statement

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 _____