

NOTICE FOR NEGOTIATED PROCUREMENT

SERVICES OF A TOUR OPERATOR FOR TPB CSR 2017 (ILOILO LEG & BATANES LEG)

1. The **Tourism Promotions Board (TPB)**, through the *Corporate Budget FY 2017*, intends to apply the sum of **One Million Three Hundred Three Thousand and Five Hundred Pesos (Php 1,303,500.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Services of a Tour Operator for TPB CSR 2017 (Iloilo Leg & Batanes Leg)**. Offers received in excess of the ABC shall be automatically rejected at bid opening.

*The TPB – Bids and Awards Committee (BAC) now calls for the submission of best offers for **Services of a Tour Operator for TPB CSR 2017 (Iloilo Leg & Batanes Leg)**. Bidders must have a minimum of Three (3) years of experience and with proven track record to deliver the requirements as described in the Terms of Reference (Annex B). Bidders must submit their best offers in a sealed and properly-labeled envelope on or before 16 November 2017 at 10:00 a.m. at the address given below (please indicate name of project: **SERVICES OF A TOUR OPERATOR FOR TPB CSR 2017 (ILOILO LEG & BATANES LEG)**)*

2.

Address to: MS. LEAH MARIE C. SY
Chairperson, Bids and Awards Committee
TOURISM PROMOTIONS BOARD
4th Floor Legaspi Towers 300, Roxas Boulevard
Manila, Philippines, 1004

3. Bidders are required to submit one (1) original and two (2) copies of their best offer. The following is the schedule of activities:

Activities	Schedule and Venue
i. Submission and Receipt of Bids	Up to 10:00a.m. of 16 November 2017 BAC Secretariat – Administrative Department Tourism Promotions Board 4 th Flr. Legaspi Towers 300, Roxas, Blvd. Manila
ii. Opening of Bids	1:00 p.m., 16 November 2017 Makati Diamond Residences 118 Legazpi Street, Legazpi Village, Makati

4. The TPB-BAC shall recommend award of contract to the Head of Procuring Entity (HOPE) in favor of the supplier, contractor determined to have the Single/Lowest Calculated and Responsive Quotation and on the bidder's compliance with all the requirements for bidding as specified in the Checklist (Annex A), For the Terms of Reference (TOR) refer to (Annex B). Offers received with financial proposal in excess of the ABC mentioned in Paragraph No. 1 shall automatically be rejected.
5. The successful bidder will be notified thru a Notice of Award and will post Performance Security in the amount not less than the required percentage of the total contract price in

accordance with the following schedule within ten (10) calendar days from receipt of the Notice of Award.

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Goods and Consulting Services- Five percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; <i>Provided, however,</i> That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Infrastructure Projects-Ten percent (10%)
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Thirty percent (30%)

6. The TPB-BAC reserves the right to reject any or all offer, declare a Failure of Bidding at any time prior to the contract award or not to award the contract, without thereby incurring any liability and make no assurance that a contract shall be entered into as a result of the negotiation. Likewise, the TPB-BAC may waive any minor defect therein and accept the offer most advantageous to the government. Further, the TPB-BAC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the offer.

7. For further information, please refer to:

MR. NILO C. ABON/MS. JANET W. CANOY

BAC Secretariat, Administrative Department

TOURISM PROMOTIONS BOARD

4/F Legaspi Towers 300 Roxas Boulevard, Manila 1004

Telephone nos. (+632)525-7312 and (+632) 525-9318 lo. 208/270

Fax: 526-5971

Email Add: bac_sec@tpb.gov.ph

08 November 2017

LEAH MARIE C. SY

Chairperson

Bids and Awards Committee

Checklist of Eligibility Requirements

- PhilGEPS Membership Certificate (Platinum Membership only)

- Statement of all its ongoing government and private contracts within **five (5) years**, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

- Statement of **Single Largest Completed Contracts (SLCC)** similar to the contract to be bid for the past **three (3) years**, contract should at least be 50% of the ABC.

- Net Financial Contracting Capacity (NFCC), must be at least equal to the ABC.

- Valid Joint Venture Agreement , if applicable

- Bid Security in the prescribed form, amount, validity period as specified in the BDS

- Notarized Omnibus Sworn Statement

- Financial Bid Form

Bidders are required to submit one (1) original and two (2) copies of their eligibility documents.

To facilitate the evaluation of the bids/offers, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents tabbed and labeled accordingly.

TERMS OF REFERENCE (TOR)

**PROCUREMENT OF TOUR OPERATOR REQUIREMENTS FOR THE
TPB’s CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAM
2017
- Iloilo and Batanes -**

PROJECT:

The Tourism Promotions Board (TPB), in its commitment in pursuing green and sustainable tourism, included in the Corporation’s annual work program the conduct of **Corporate Social Responsibilities (CSR)** activities through its **Fun Goes Green Program**. On its 3rd year now, this endeavor aims to engage its employees in activities that will uphold environmental and cultural preservation as well as increase the awareness among its tourism stakeholders that shall result to greater respect and deeper appreciation of nature and Filipino culture and heritage.

OBJECTIVES:

This project requires the engagement of a tour operator for the provision of accommodation, transportation, tour guides and other arrangements listed below during the conduct of the 2017 CSR Program Iloilo and Batanes.

LOT 1 BATANES LEG

I. ACCOMMODATION

Particulars	Batanes Leg
Check-in	27 Nov 2017
Check-out	30 Nov 2017
No. of Rooms	11 rooms
Room Configurations	Triple Sharing
Preferred Establishment / Area	Basco/Sabtang

REQUIREMENTS AND CONDITIONS:

- Preferably DOT Accredited
- Inclusive of daily buffet breakfast for all check-in guests
- Daily provision of bottled mineral water for all check-in guests
- Air-conditioned room (if available in the area)
- Hot and Cold shower
- Bath towel and toiletries

II. LAND TRANSPORTATION

Particulars	Batanes Leg
Timeframe	4 days
Pick-up/Drop off Point	Basco Airport
No. of Vehicles	3
Model/Type of Vehicles	Toyota HI Ace/ Hyundai Starex Van model– Not older than 2014

REQUIREMENTS AND CONDITIONS:

- Preferably DOT-accredited Tourist transport company
- Drivers must be familiar with the areas
- Package should include gasoline and parking fees.
- Accommodation of drivers (if needed) is c/o winning bidder
- Vehicle Requirement
 - Good working condition
 - Air-conditioned

III. Special Arrangements

Particulars	Batanes Leg
Timeframe	28-29 November
Name of Activities	Building Stone House
Requirements and Conditions	<ul style="list-style-type: none"> • To cover the cost for the building stone house activity in Batanes including all materials needed to build the stone house • TPB to endorse previous arrangements with Black Pencil and LGU Batanes • Lunch and snacks including beverage for volunteers (50 pax min)

IV. Meals

Particulars	Batanes Leg
Timeframe	4 days/3 nights
No. of pax	25 TPB employees
Lunch	27 and 30 Nov
Dinner	27-29 Nov

REQUIREMENTS AND CONDITIONS:

- To make advance arrangements or reservations with restaurants
- Food choices/menu shall be decided by Team Leader/Project Officer

APPROVED BUDGET FOR CONTRACT

Seven Hundred Eighty Seven Thousand and Five Hundred Pesos (PHP 787,500.00) inclusive of all applicable taxes

LOT 2 ILOILO LEG**I. ACCOMMODATION**

Particulars	Iloilo Leg
Check-in	21 Nov 2017
Check-out	24 Nov 2017
No. of Rooms	13 rooms
Room Configurations	Twin Sharing
Preferred Establishment / Area	Seda or Richmonde Hotel

REQUIREMENTS AND CONDITIONS:

- Preferably DOT Accredited
- Inclusive of daily buffet breakfast for all check-in guests
- Daily provision of bottled mineral water for all check-in guests
- Air-conditioned room (if available in the area)
- Hot and Cold shower
- Bath towel and toiletries

II. LAND TRANSPORTATION

Particulars	Iloilo Leg
Timeframe	4 days
Pick-up/Drop off Point	Iloilo International Airport
No. of Vehicles	3
Model/Type of Vehicles	Toyota HI Ace/ Hyundai Starex Van model– Not older than 2014

REQUIREMENTS AND CONDITIONS:

- Preferably DOT-accredited Tourist transport company
- Drivers must be familiar with the areas
- Package should include gasoline and parking fees.
- Accommodation of drivers (if needed) is c/o winning bidder
- Vehicle Requirement
 - Good working condition
 - Air-conditioned

III. AIR TRANSPORTATION

Particulars	Iloilo Leg
Departure	21 November MNL:ILO 08:15-09:25 PR2141
Return	24 November ILO:MNL 18:40-19:55 PR2146
Baggage Allowance per way	20 kgs. per pax

REQUIREMENTS AND CONDITIONS:

- Regular economy and rebookable domestic airline tickets
- Name of passengers to be provided at the latest 30 days prior to departure

APPROVED BUDGET FOR CONTRACT

Five Hundred Sixteen Thousand Pesos (PHP 516,000.00) inclusive of all applicable taxes

ADDITIONAL REQUIREMENTS AND CONDITIONS:

- DOT-accredited establishment engaged in the business as travel and tour operator for at least five (5) years at the date and time of the opening of bids
- Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae)
- Must have an existing credit line with TPB or would allow send-bill arrangement

INVITATION TO SUPPLIERS:

- The proposals shall include itemized costs of the basic tour components
- The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC

TERMS OF PAYMENT

- TPB may allow an advance payment of up to fifteen percent (15%) of the total cost upon approval of arrangements provided tour operator can issue bank guarantee letter equivalent to the requested advance payment
- Remaining balance shall be paid 30 days upon the receipt of the Statement of Account

PROJECT OFFICERS/CONTACT PERSONS

MS. MARIVIC M. SEVILLA

OIC – Corporate Planning & Business Development Department

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MS. MARYH JANE MABAGOS

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