

September 20, 2022

TPB-RFQ-2023-09-234

REQUEST FOR QUOTATION

PR#9.066 (9.1290)

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit quotation for the hereunder project:

TERMS OF REFERENCE

PROJECT TITLE: Services of Tour Operator for Philippine Motorcycle Tourism (PMT)
Assisted Riders/Motorcycle Associations Riding Events

BUDGET : ABC: Php1,000,000.00

I. BACKGROUND

The Philippine government's latest effort to revive the tourism industry and bounce back from the economic setback of the pandemic, the Philippine Motorcycle Tourism (PMT) Program, was a resounding success following numerous events requested and staged by various motorcycle rider associations for CY 2022 which generated impressive feedbacks and appreciation.

The Department of Tourism (DOT) and the Tourism Promotions Board (TPB) Philippines, in cooperation with various motorcycle rider associations and clubs spearheaded the innovative program to bring back the confidence of the public to travel within the country while exercising "new normal" guidelines and safety protocols on the road, on two wheels.

With the gradual easing of travel restrictions and the resumption of leisure travel across diverse local destinations, TPB and DOT are optimistic that the continuing programs of the PMT will help kickstart domestic tourism and the local economy in the new normal as riders take the wheel in promoting Philippine tourist spots and helping local businesses and tour operators recover from the pandemic's effect on their livelihood.

In order to sustain the interest and passion of motorcycle tourism riders to engage in a fun drive while promoting domestic tourism, the TPB for CY 2023, will continue the Philippine Motorcycle Tourism (PMT) Support to Riders/Motorcycle Associations

Riding Events.

One of the PMT programs lined up for this year is the PMT Motovloggers/bloggers Familiarization and Content Creation Rides which will be conducted for the entire Panay Island in Western Visayas. The event coincides with the "JUAN RIDE 2023 -A Ride with a Purpose and a Ride with a Heart" in Iloilo City. Juan Ride is a Guinness World Record breaking attempt for the most number of motorcycle riders participation {at least 6,000} in Iloilo City. This will further attempt to set a record of most number of photos posted in social media within one (1) hour. The aforementioned events shall culminate the Philippine Motorcycle Tourism weeklong anniversary celebration for this year.

The Tourism Promotions Board (TPB) Philippines needs the services of a Tour Operator for PMT Moto-vloggers Familiarization Ride in Panay Island.

II. OBJECTIVES

This activity aims to:

- Advocate and promote road safety travel among the participants;
- Explore and promote the different tourist destinations in Panay Island;
- Create tourism contents to be promoted in various social media;
- Contribute to increase in the sales of the tourism business industries in the four (4) provinces covered, and
- Encourage more motorcycle sports enthusiasts to engage in a tourism activity as a potential niche tourist product.

III. SCOPE OF WORKS AND SERVICES:

1. AIR TICKETS

- a. To provide air tickets for the following:
Manila-Iloilo for 2 TPB Personnel on 25 November 2023
Iloilo-Manila for 2 TPB Personnel on 27 November 2023

2. ACCOMMODATION

- a. TPB Personnel and PMT Vloggers

Nine (9) De Luxe rooms with 2 beds for 18 pax
Duration: 24-25 November 2023 in Antique
Inclusive of breakfast

Ten (10) De Luxe rooms with 2 beds for 20pax
Duration: 25-27 November 2023 in Iloilo City
Inclusive of breakfast

3. MEALS

- a. To provide meals with a maximum of Php700.00/meal for PMT Vloggers for four (5) days inclusive of breakfast, lunch, dinner and snacks on the road and beverage (soda and water).
- b. To provide meals with a maximum of Php700.00/meal for TPB Personnel for three (3) days inclusive of lunch, dinner, snacks on the road and beverage (soda and water).

4. TRANSPORTATION

- a. One unit (1) van
- b. Duration: 25-27 November 2023
- c. 10-12 seaters
- d. Air-conditioned
- e. Preferably Toyota Grandia at least 2017 model
- f. Route: within Iloilo City
- g. Inclusive of Accommodation (if needed) and meals of driver
- h. Inclusive of toll fees, gasoline, and overtime
- i. Well uniformed driver
- j. Must be fully vaccinated

Please see the attached ITINERARY (ANNEX “C”)

5. RORO FEES (RT)

Batangas-Caticlan (23 November)	1 back up vehicle+ 17 motorcycles+ 18 pax
Caticlan-Batangas (27 November)	1 back up vehicle+ 17 motorcycles+ 18 pax

6. COORDINATION MEETING

- a. To provide Coordination Meeting Expenses and Incidentals on 23-27 November 2023 in the amount of Php40,000.00

7. CONTINGENCY EXPENSES

- a. To provide Contingency Expenses on 23-27 November 2023 in the amount of Php45,000.00

IV. PROJECT IMPLEMENTATION SCHEDULE

Note: Dates are subject to change based on the existing IATF Rules and Regulations and advise of TPB and concerned Riders/Motorcycle Associations.

V. ADDITIONAL TECHNICAL REQUIREMENTS

- Must be a DOT Accredited tour operator/travel agency with experience for at least five (5) years.
- Bidders must have at least three (3) years of similar experience in event or project management/event organizing.

VI. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed

(NTP) until the full implementation of all deliverables.

VII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the completion of services.
Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES,
4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104

XI. CONTACT INFORMATION – Project Officer

EDMON GERALD A. LOZA

Domestic Promotions Department

edmon_loza@tpb.gov.ph

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **25 September 2022 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Thank you very much.



PAULA JESUSA C. GRANALE

Officer-in-Charge,

Procurement and General Services Division



Contact person: Jose T. Ducusin, Jr
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

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

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:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit (2022)
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (for New Supplier)
- f. Omnibus Sworn Statement (**Annex "B"**)
- g. Department of Tourism (DOT) Certificate of Accreditation.
- h. Statement of Compliance to the Technical Specification (**Annex "A"**)

<u>TECHNICAL SPECIFICATION</u>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	Services of Tour Operator for Philippine Motorcycle Tourism (PMT) Assisted Riders/Motorcycle Associations Riding Events November 25-27, 2023	1 Lot	
	1. AIR TICKETS a. To provide air tickets for the following: Manila-Iloilo for 2 TPB Personnel on 25 November 2023 Iloilo-Manila for 2 TPB Personnel on 27 November 2023		
	2. ACCOMMODATION a. TPB Personnel and PMT Vloggers Nine (9) De Luxe rooms with 2 beds for 18 pax Duration: 24-25 November 2023 in Antique Inclusive of breakfast Ten (10) De Luxe rooms with 2 beds for 20pax Duration: 25-27 November 2023 in Iloilo City Inclusive of breakfast		
	3. MEALS a. To provide meals with a maximum of Php700.00/meal for PMT Vloggers for four (5) days inclusive of breakfast, lunch, dinner and snacks on the road and beverage (soda and water). b. To provide meals with a maximum of Php700.00/meal for TPB Personnel for three (3) days inclusive of lunch, dinner, snacks on the road and beverage (soda and water).		

	<p>4. TRANSPORTATION</p> <p>a. One unit (1) van b. Duration: 25-27 November 2023 c. 10-12 seaters d. Air-conditioned e. Preferably Toyota Grandia at least 2017 model f. Route: within Iloilo City g. Inclusive of Accommodation (if needed) and meals of driver h. Inclusive of toll fees, gasoline, and overtime i. Well uniformed driver j. Must be fully vaccinated</p> <p style="text-align: center;">Please see the attached ITINERARY (ANNEX “C”)</p>		
	<p>5. RORO FEES (RT)</p> <p>Batangas-Caticlan (23 November) 1 back up vehicle+ 17 motorcycles+ 18 pax</p> <p>Caticlan-Batangas (27 November) 1 back up vehicle+ 17 motorcycles+ 18 pax</p>		
	<p>6. COORDINATION MEETING</p> <p>a. To provide Coordination Meeting Expenses and Incidentals on 23-27 November 2023 in the amount of PhP40,000.00</p>		
	<p>7. CONTINGENCY EXPENSES</p> <p>a. To provide Contingency Expenses on 23-27 November 2023 in the amount of PhP45,000.00</p>		
	<p>CONTRACT DURATION</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>		
	<p>CONTACT PERSON</p> <p>EDMON GERALD A. LOZA Domestic Promotions Department edmon_loza@tpb.gov.ph</p>		
	<p>ADDITIONAL TECHNICAL REQUIREMENT</p> <ul style="list-style-type: none"> • Must be a DOT Accredited tour operator/travel agency with experience for at least five (5) years. • Bidders must have at least three (3) years of similar experience in event or project management/event organizing. 		

	<p>LEGAL REQUIREMENT:</p> <ul style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor’s Business Permit (2022) c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Company profile (for New Supplier) f. Omnibus Sworn Statement (Annex “B”) g. Department of Tourism (DOT) Certificate of Accreditation. h. Statement of Compliance to the Technical Specification (Annex “A”) <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex “A”) b. Omnibus Sworn Statement (Annex “B”) c. Itinerary (Annex “C”) <p>NOTE:</p> <ul style="list-style-type: none"> a. All entries must be typewritten on your company letterhead. b. Price Validity shall be for a period of thirty (30) calendar days. 		
SCHEDULE OF REQUIREMENTS			
<p>IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE Note: Dates are subject to change based on the existing IATF Rules and Regulations and advise of TPB and concerned Riders/Motorcycle Associations.</p>			
TERMS OF PAYMENT			
<p>Send the bill to the Tourism Promotions Board after the completion of services.</p> <p>Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104</p>			
<p>CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>			

I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. 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]

ITINERARY

Project Name : **PHILIPPINE MOTORCYCLE TOURISM (PMT) FAMILIARIZATION RIDES
AND CONTENT CREATION**

Date : 23-27 November 2023

Venue : Manila-Batangas-Caticlan-Antique-Iloilo City-Caticlan-Batangas-Manila

Date / Time	Activity	Remarks
Day 1 /23 NOVEMBER 2023 (THURSDAY)		
5:00 pm	Arrival of Participants at Batangas Port	
7:00 pm	Departure for Caticlan via RORO	Dinner at Ship
9:00 pm	End of Day 1	
Day 2 /24 NOVEMBER 2023 (FRIDAY)		
05:00 am	Arrival at Caticlan	
07:00 am	Proceed to Coastal Area to Pandan	
12:00 nn	Lunch at Tibiao, Antique	
1:00 pm	Proceed to Pitstops	
4:00 pm	Arrival at San Jose Buenavista, Antique	
6:00 pm	Dinner (Networking)	
9:00 pm	End of Day 2	
Day 3 / 25 NOVEMBER 2023 (SATURDAY)		
08:00 am	Continue with Ride to Iloilo City	
5:00 pm	Arrival at Iloilo	

7:00 pm	Dinner (Networking)	
9:00 pm	End of Day 3	
Day 3 / 26 NOVEMBER 2023 (SUNDAY)		
07:00 am	Juan Ride Program Proper	
12:00 nn	Lunch	
1:00 pm	At Leisure	
	End of Day 4	
Day 3 / 27 NOVEMBER 2023 (MONDAY)		
08:00 am	Ride to Caticlan	
5:00 pm	Arrival at Caticlan	
7:00 pm	Departure for Batangas via RORO	Dinner at Ship
*05:00 am (28 Nov)	Arrival in Batangas	
	End of Day 5	