

September 12, 2023

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2023-09-223

**PR No.** 8.068

**Requirements :** **Services to Provide the Logistic Requirements for the Philippine Motorcycle Tourism (PMT) Regional Ride in Pangasinan and Ilocos**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>Transportation</b></p> <p>1. Van</p> <ul style="list-style-type: none"> <li>- Two (2) units and must be 10 – 12-seater each</li> <li>- Must be available on 24 – 26 October 2023</li> <li>- Air-conditioned, clean, and in good running condition</li> <li>- Preferably at least 2018 model of Toyota Grandia</li> <li>- Route: Metro Manila, Cavite, Laguna, Pangasinan, and La Union</li> <li>- Point to point services for TPB Employees</li> <li>- Minimum use of 12 hours a day; provision for extra hours should be incorporated into the budget</li> <li>- Rates must include the use of vehicles, toll fees with RFID, communication expenses, overtime pay, parking fees, entry passes and permits, and gasoline</li> </ul> <p>2. Driver</p> <ul style="list-style-type: none"> <li>- Well uniform driver</li> <li>- Must be fully vaccinated</li> <li>- Must wear company ID at all times</li> <li>- Must be equipped with a cellphone with load for easy communication with passengers</li> <li>- Rate must include drivers' services, drivers' meals, driver's accommodation (if needed)</li> </ul> <p><b>Accommodation in Pangasinan and La Union</b></p> <p>1. Four (4) rooms with two (2) beds at Business category (if applicable/available) or its equivalent inclusive of breakfast</p> <p>2. Dates: 24 – 26 October 2023</p> <p>3. At least 3 – 4star hotel</p> <p><b>Venue Rental with Catering for the Riders</b></p> <p>1. Venue</p> <ul style="list-style-type: none"> <li>- Date and Venue: 25 October 2023 at the Sison Auditorium Lingayen, Pangasinan</li> <li>- Dressed tables/chairs with center piece according to the theme</li> <li>- With free-flowing coffee/tea during the event</li> <li>- All utensils necessary for the event</li> </ul>		PhP1,000,000.00

- With uniformed and well-trained banquet service personnels
- With centralized air conditioning system and well-lit if applicable

2. Meals

- Meal budget: PhP300,000.00 complete meal good for 600 pax
- Managed buffet or packed meal which ever applicable in the venue with 3 viands, rice, dessert, and one round of iced tea, juice, or soda in a round table set-up
- Drinking water shall be provided for the participants.
- Must be able to accommodate dietary restrictions of guests/participants (Halal, vegetarians, diabetics, allergies, etc.)
- Food served shall be fresh, hot and ready at least 30 minutes before each meal
- Must submit menu selection prior to the event for end-user's approval

**Meals of TPB/DOT Personnel during the Event**

1. Meals for ten (10) pax. One Thousand Pesos (Php1,000.00) per day per person X 10 pax X 3 days or Thirty Thousand Pesos (Php30,000.00) for the duration of the whole trip

**Technical Requirements and Entertainment**

1. Venue Set-up

- Stage set-up and backdrop
- Other applicable settings of the venue
- Complete Sound System with at least 3 microphones
- LED Wall (9 x 12 sqm)
- Provision of stage with at least 2 -3 feet high and podium, if applicable
- Photo Wall

2. Entertainment

- Preferably from Pangasinan
- Welcome Dancers (local entertainers)
- Production Number (sing and Dance)
- Provide Technical Director and Local Host/Emcee during the event
- Rated must be inclusive of talent fees and logistic requirements

**Contingency Expenses during the Event**

1. Maximum amount of Thirty-Six Thousand Pesos Only (Php36,000.00)
2. Load of TPB Personnel for five (5) pax (PhP500.00 each = PhP2,500.00)
3. Other onsite related expenses that may incurred during the event

**Other Requirement**

1. Must be willing to respond to immediate/unforeseen changes in specifications.
2. Other arrangements that may be mutually agreed upon by the TPB

	<p>3. The proposals shall include the incidental service requirements and fees</p> <p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (for new bidder)</li> <li>2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A"</li> <li>3. DOT Accreditation Certificate</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's Permit</li> <li>3. Income/Business Tax Return</li> <li>4. SEC/DTI/CDA Certificate of Registration</li> <li>5. Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>ATTCHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications Annex "A"</li> <li>2. Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes.		<b>PhP1,000,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) not later than **19 September 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%). Thank you very much.

  
**ROSELLE D. ROMERO**  
12 September 2023  
 Acting Head, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo  
 Contact number: 02 8525 – 7312 loc. 278

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
SERVICES TO PROVIDE THE LOGISTIC REQUIREMENTS FOR THE PHILIPPINE MOTORCYCLE TOURISM (PMT) REGIONAL  
RIDE IN PANGASINAN AND ILOCOS  
TPB-RFQ 2023-09-223**

Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
<b>Transportation</b>		
1.	Van <ul style="list-style-type: none"> <li>• Two (2) units and must be 10 – 12-seater each</li> <li>• Must be available on 24 – 26 October 2023</li> <li>• Air-conditioned, clean, and in good running condition</li> <li>• Preferably at least 2018 model of Toyota Grandia</li> <li>• Route: Metro Manila, Cavite, Laguna, Pangasinan, and La Union</li> <li>• Point to point services for TPB Employees</li> <li>• Minimum use of 12 hours a day; provision for extra hours should be incorporated into the budget</li> <li>• Rates must include the use of vehicles, toll fees with RFID, communication expenses, overtime pay, parking fees, entry passes and permits, and gasoline</li> </ul>	
2.	Driver <ul style="list-style-type: none"> <li>• Well uniform driver</li> <li>• Must be fully vaccinated</li> <li>• Must wear company ID at all times</li> <li>• Must be equipped with a cellphone with load for easy communication with passengers</li> <li>• Rate must include drivers' services, drivers' meals, driver's accommodation (if needed)</li> </ul>	
<b>Accommodation in Pangasinan and La Union</b>		
1.	Four (4) rooms with two (2) beds at Business category (if applicable/available) or its equivalent inclusive of breakfast	
2.	Dates: 24 – 26 October 2023	
3.	At least 3 – 4star hotel	
<b>Venue Rental with Catering for the Riders</b>		
1.	Venue <ul style="list-style-type: none"> <li>• Date and Venue: 25 October 2023 at the Sison Auditorium Lingayen, Pangasinan</li> <li>• Dressed tables/chairs with center piece according to the theme</li> <li>• With free-flowing coffee/tea during the event</li> <li>• All utensils necessary for the event</li> <li>• With uniformed and well-trained banquet service personnels</li> <li>• With centralized air conditioning system and well-lit if applicable</li> </ul>	
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1.	Venue Set-up <ul style="list-style-type: none"> <li>• Stage set-up and backdrop</li> <li>• Other applicable settings of the venue</li> <li>• Complete Sound System with at least 3 microphones</li> <li>• LED Wall (9 x 12 sqm)</li> <li>• Provision of stage with at least 2 -3 feet high and podium, if applicable</li> <li>• Photo Wall</li> </ul>											
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<b>Project Implementation</b>												
1.	Indicative Date: 24 – 26 October 2023 <table border="1" data-bbox="247 1137 1082 1303"> <thead> <tr> <th>PARTICULARS</th> <th>DATE OF IMPLEMENTATION</th> </tr> </thead> <tbody> <tr> <td>Confirmation of hotel bookings</td> <td>Within 3-5 calendar days from receipt of the NTP</td> </tr> <tr> <td>Approved menu and technical arrangements</td> <td>Within 2-3 days before the event</td> </tr> <tr> <td>Full completion of the event with trip tickets and hotel guest folio</td> <td>Within 10 calendar days before the event subject to mutual agreement with TPB and winning bidder</td> </tr> <tr> <td>Submission of Accomplishment</td> <td>Within 5 calendar days after the event subject to mutual agreement with TPB and winning bidder</td> </tr> </tbody> </table>	PARTICULARS	DATE OF IMPLEMENTATION	Confirmation of hotel bookings	Within 3-5 calendar days from receipt of the NTP	Approved menu and technical arrangements	Within 2-3 days before the event	Full completion of the event with trip tickets and hotel guest folio	Within 10 calendar days before the event subject to mutual agreement with TPB and winning bidder	Submission of Accomplishment	Within 5 calendar days after the event subject to mutual agreement with TPB and winning bidder	
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<b>Contract Duration</b>												
1.	The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.											
<b>Terms of Payment</b>												
1.	Payment will be on send-bill arrangement.											
2.	Secured sponsorship or discount rates (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost per passenger.											
3.	Payment Term is thirty (30) working days and the processing of payment shall be initiated upon receipt of Statement of Account (SOA) or Billing.											
4.	Supplier is encouraged to 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.											

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized 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:
  - 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]*