

September 21, 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023-09-243
PR No. 9.062

Requirements : Services of a Tour Operator for the Media Tour and Coverage of the 12th Regional Travel Fair (RTF) in Ilocos

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Accommodation</p> <ol style="list-style-type: none"> 7 single occupancy rooms and 3 twin-sharing rooms hotel accommodation in Deluxe category (if applicable/available) or its equivalent for 5 days and 4 nights in Ilocos Norte With complimentary breakfast Preferred Hotels: Paoay Lake JLP Resort, Amici Resort Hotel, Java Hotel <p><i>Note: Room accommodation to follow preferential rates requested. Please note that DMC should no longer mark-up on preferential rates given by the specified hotel/resort.</i></p> <p>Land Transportation</p> <ol style="list-style-type: none"> Van Rental for the following: <ul style="list-style-type: none"> Route: Manila to Ilocos Region to Manila Ilocos Region inland transportation for tours At least three (3) vans for 10 pax Must have enough leg room Must be fully air-conditioned, clean, comfortable, presentable, and in good running condition Must be at least 2018 model or newer Rate must be inclusive of vehicle rate, gasoline, toll fees, parking fees, entry passes, permits, comprehensive insurance, onboard snacks, first aid kit per vehicle, and other expenses Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour Driver <ul style="list-style-type: none"> Must be fully-vaccinated Rate is inclusive of driver's fee, meals, accommodation, overtime fees, comprehensive insurance, communication expenses, and other expenses With trip ticket 		

- Must wear company ID at all times
- Must be equipped with a cellphone with load for easy communication with passengers
- Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee

Food & Beverages

1. All meals and snacks identified in the itinerary during the duration of the trip
2. Must be good for 10 pax
3. Maximum budget of PhP1,500 per pax for each meal
4. Menu to be approved by TPB

Tours/Activities

1. All paid activities, entrance fees, and environmental fees identified in the itinerary during the duration of the trip
2. Tour Guide/s must join the tours/activities
3. Must be good for 10 pax

Tour Guide

1. Two (2) DOT-accredited/licensed tour guides who will join during the whole trip
2. Must be fully vaccinated
3. Rate must be inclusive of the Tour Guide's accommodations, transportation, meal requirements, and other expenses

Tokens

1. Provision of tokens and destination-based giveaways for 10 pax, preferably to be given upon arrival at the hotel (e.g. hygiene kit, handmade accessories, Ilocano local products) subject to TPB's approval

Onsite Related Expenses

1. Provision of Fifteen Thousand Pesos (PhP15,000.00) for incidental, medical, and miscellaneous expenses


Others

1. Provision of tour kits with basic hygiene items such as but not limited to alcohol, face masks, tissue, wipes, etc.
2. Must be able to assist in preparing/securing entry documents, as necessary.
3. Must be willing to respond to immediate/unforeseen changes in specifications.
4. Tour activities and/or schedules/dates are subject to change.
5. Other arrangements that may be mutually agreed upon by the TPB
6. Final incentivized itineraries should be approved by the TPB and must adhere to existing health and safety protocols set by the local government unit (overseeing the destination).

	<p>7. Provide an alternative itinerary, without cost to TPB, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events.</p> <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A" 3. Proposal/Budget Breakdown 4. DOT Accreditation Certificate 5. List of ongoing or completed tours conducted within the last three (3) years, preferably in Ilocos <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Income/Business Tax Return 4. SEC/DTI/CDA Certificate of Registration 5. Notarized Revised Omnibus Sworn Statement Annex "B" <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Itinerary Annex "A" 2. Statement of Compliance to the Technical Specifications Annex "B" 3. Notarized Revised Omnibus Sworn Statement Annex "C" <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
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.		PhP1,000,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **28 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.


PAULA JESUSA C. GRANALE
 Officer-in-Charge, Procurement and General Services Division

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

DATE	TIME	Destination/Program
12 October 2023	1:30 AM	Assembly at Legaspi Towers 300 (LT300) Roxas Blvd. Manila
	2:00 AM	<u>Depart from Manila to Pangasinan</u>
	7:00 AM	Breakfast at <u>Casa Amarillo</u>
		Visit the Manaoag Church
	12:00 NN	Lunch at <u>Grape Farm</u>
		<u>PROCEED to Ilocos Norte</u>
	8:00 PM	Dinner at Eagle's Nest Bar and Restaurant
	9:00 PM	Check-in at hotel in Ilocos Norte
13 October 2023	9:00 AM	Opening of B2B Session in <u>Plaza Del Norte</u> Speech of Ms. Teresita Landan
	11:00 AM	Start of the Session
	12:00 NN	Lunch at Smoke Bar and Restaurant
	1:30 PM	Paoay Church
	3:30 PM	Paoay Sand Dunes
	4:30 PM	Head back to hotel to freshen up
	6:15 PM	Head to Sitio Remedios Heritage Village
	7:00 PM	12th Welcome Dinner at <u>Sitio Remedios Heritage Village</u> in Currimao Opening Remarks of COO
14 October 2023	9:00 AM	<u>Robinsons Ilocos</u> for B2C RTF session
	10:00 AM	Opening remarks of COO Maria Margarita Montemayor Nograles Ribbon Cutting with COO Maria Margarita Montemayor Nograles
	12:00 NN	Lunch - Planaxis Grill and Restaurant
	1:30 PM	Bacarra Heritage Trail
	7:00 PM	Dinner - La Preciosa Ilocos Corp
15 October 2023	9:00 AM	Malacañang at the North
	11:00 AM	Check out
	12:00 NN	Lunch at Ladrillos Restaurant
	1:30 PM	Depart for Manila
	10:30 PM	ETA @LT300 (TPB Office)
	10:45 PM	To drive media/influencers to their personal addresses within Metro Manila

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE
MEDIA TOUR AND COVERAGE OF THE 12TH REGIONAL TRAVEL FAIR (RTF) IN ILOCOS
TPB-RFQ 2023-09-243**

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)
Accommodation		
1.	7 single occupancy rooms and 3 twin-sharing rooms hotel accommodation in Deluxe category (if applicable/available) or its equivalent for 5 days and 4 nights in Ilocos Norte	
2.	With complimentary breakfast	
3.	Preferred Hotels: Paoay Lake JLP Resort, Amici Resort Hotel, Java Hotel	
4.	<i>Note: Room accommodation to follow preferential rates requested. Please note that DMC should no longer mark-up on preferential rates given by the specified hotel/resort.</i>	
Land Transportation		
1.	Van rental for the following: <ul style="list-style-type: none"> - Route: Manila to Ilocos Region to Manila - Ilocos Region inland transportation for tours - At least three (3) vans for 10 pax - Must have enough leg room - Must be fully air-conditioned, clean, comfortable, presentable, and in good running condition - Must be at least 2018 model or newer - Rate must be inclusive of vehicle rate, gasoline, toll fees, parking fees, entry passes, permits, comprehensive insurance, onboard snacks, first aid kit per vehicle, and other expenses - Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour 	
2.	Driver <ul style="list-style-type: none"> - Must be fully-vaccinated - Rate is inclusive of driver's fee, meals, accommodation, overtime fees, comprehensive insurance, communication expenses, and other expenses - With trip ticket - Must wear company ID at all times - Must be equipped with a cellphone with load for easy communication with passengers - Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee 	
Food & Beverages		
1.	All meals and snacks identified in the itinerary during the duration of the trip	
2.	Must be good for 10 pax	
3.	Maximum budget of PhP1,500 per pax for each meal	
4.	Menu to be approved by TPB	
Tours/Activities		
1.	All paid activities, entrance fees, and environmental fees identified in the itinerary during the duration of the trip	
2.	Tour Guide/s must join the tours/activities	
3.	Must be good for 10 pax	
Tour Guide		
1.	Two (2) DOT-accredited/licensed tour guides who will join during the whole trip	

2.	Must be fully vaccinated	
3.	Rate must be inclusive of the Tour Guide's accommodations, transportation, meal requirements, and other expenses	
Tokens		
1.	Provision of tokens and destination-based giveaways for 10 pax, preferably to be given upon arrival at the hotel (e.g. hygiene kit, handmade accessories, Ilocano local products) subject to TPB's approval	
Onsite Related Expenses		
1.	Provision of Fifteen Thousand Pesos (Php15,000.00) for incidental, medical, and miscellaneous expenses	
Others		
1.	Provision of tour kits with basic hygiene items such as but not limited to alcohol, face masks, tissue, wipes, etc.	
2.	Must be able to assist in preparing/securing entry documents, as necessary.	
3.	Must be willing to respond to immediate/unforeseen changes in specifications.	
4.	Tour activities and/or schedules/dates are subject to change.	
5.	Other arrangements that may be mutually agreed upon by the TPB	
6.	Final incentivized itineraries should be approved by the TPB and must adhere to existing health and safety protocols set by the local government unit (overseeing the destination).	
7.	Provide an alternative itinerary, without cost to TPB, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events.	
Project Implementation Schedule		
1.	Date of Event: 12-16 October 2023 (Indicative dates) Destinations: Ilocos Region (Ilocos Norte, Ilocos Sur, La Union, Pangasinan) Number of Pax : 10 pax	
Terms of Payment		
1.	Payment will be on a send-bill arrangement to be settled 30 days upon receipt of Billing or Statement/Statement of Account.	
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.	
3.	The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.	
4.	Payment will be on a send-bill arrangement to be settled 30 days upon receipt of Billing or Statement/Statement of Account.	
DURATION OF THE CONTRACT		
1.	The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

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]

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]