

REQUEST FOR QUOTATION

13 October 2023

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

Quotation No. TPB-PR.2023-10-280

PR No. 10.048

REQUIREMENTS: Services of Tour Operator for the Gender Sensitivity Training

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK AND DELIVERABLES:</p> <p>This project requires the engagement of a Tour Operator that shall provide the following:</p> <p>A. VENUE LOCATION</p> <ul style="list-style-type: none"> • Calatagan Batangas or nearby municipalities within Batangas province <p>B. LAND TRANSPORTATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Round trip land transfer for the participants • Coasters/Bus/Van (2018 model or newer) with driver (inclusive of gas, parking fees, packed meals, accommodation, and overtime fees) that can accommodate the forty (40) participants with appropriate physical distancing <p>C. ACCOMMODATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Conforming with the government’s safety guidelines and protocols • Maintains the minimum health and safety protocols in the building including the common areas • Hotel or Resort Accommodation for forty (40) pax • Twin sharing room capacity • Three (3) days and two (2) nights, inclusive of breakfast • Available on 08-10 November 2023 • Can accommodate 40 pax (minimum guaranteed of 30 pax) • Can provide Medical Assistance in case of emergency (Personnel) 	PhP610,000.00	PhP610,000.00

D. TRAINING VENUE / SET UP REQUIREMENTS

- Function room must be available from 08 to 10 November 2023 (indicative – final date to be confirmed at least two (2) weeks before the event)

☐ 10:00 AM – 07:00 PM on Day 1

☐ 08:00 AM – 07:00 PM on Day 2

☐ with time allowance for ingress and egress per day

- Function room banquet set-up with PA System and technician good for 40 pax on 08-10 November 2023 from 8:00 am – 7:00 pm:

- Lobby and Function Room signages
- Secretariat Table
- Whiteboards/ Easel sheets with markers
- Notepads and pens
- Mixed nuts and mints
- 4 Wireless microphones (preferred)
- Electric outlets/extension cords per table, including the registration and secretariat tables
- No obstructing pillars
- Pens and pads provided daily
- Replenishable mint, nuts, candies, or chips per cluster
- Lights and Sound System with on-hand technician
- LCD Projector with Screens
- Free-flowing brewed coffee and tea
- Hot and cold-water dispensers
- Dedicated coordinator
- Parking area to accommodate TPB vehicles and Rented coasters

E. FOOD and BEVERAGE REQUIREMENTS

Day 1	Day 2	Day 3
Breakfast (packed / onboard meals) Lunch PM Snack Dinner	Breakfast AM Snack Lunch PM Snack Dinner	Breakfast Lunch PM Snack (packed / onboard meals)

- AM and PM snacks inclusive of one round of drinks/refreshments
- Buffet Lunch and Dinner inclusive of soup, dessert and one round of soft drinks or iced tea and ice for beverage (minimum of 3 kinds of main course


	<p>1 chicken 1 beef 1 pork, 1 soup, 1 vegetable and 1 dessert)</p> <ul style="list-style-type: none"> • Submit at least 3 proposed menu for AM and PM snacks and buffet lunch and dinner for approval of TPB Can accommodate special diets (for participants with special needs: halal, vegetarians, pescatarians, diabetics, low sodium, gluten-free or people with allergies) • Drinking water for the participants • Food to be served shall be fresh, hot and ready at least 30 minutes before each meal • All dinnerware and glassware necessary for the event • Waiters/Service personnel clad in clean uniforms • Buffet Table with setting • Clean linens with motif as specified/required for the event • Chairs and tables set-up during breakfast, lunch and dinner • Set-up ready one hour before the start of the activities <p>F. OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • With at least 5 complimentary parking slots based on the guaranteed number (may include 2 tour coasters / buses) 		
	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p>		
	<p>ATTACHMENTS:</p> <ul style="list-style-type: none"> - Technical Specification (Annex “A”) Bidder’s Statement of Compliance <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days. 		
	<p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor’s Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Omnibus Sworn Statement (Annex “B”) <p>Company profile (New Supplier)</p>		
	<p><u>SCHEDULE OF REQUIREMENTS</u></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><u>PROJECT TIMELINE/IMPLEMENTATION:</u></p> <p>Indicative Date 08-10 November 2023</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>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP610,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **mike_solo@tpb.gov.ph** and the hard copy of quotation and legal documents in Tourism Promotions Board, 4th Floor Legaspi Towers, Vito Cruz Malate Manila not later than **19 October 2023 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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
13 October 2023
 Acting Head
 Procurement and General Services Division
 Administrative Department

Contact Person
Contact No.

MIKE ANTHONY SOLO
(8) 525-7312 local 273

TECHNICAL SPECIFICATION

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 the Gender Sensitivity Training	1 Lot	
	<p>SCOPE OF WORK AND DELIVERABLES:</p> <p>This project requires the engagement of a Tour Operator that shall provide the following:</p> <p>A. VENUE LOCATION</p> <ul style="list-style-type: none"> • Calatagan Batangas or nearby municipalities within Batangas province <p>B. LAND TRANSPORTATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Round trip land transfer for the participants • Coasters/Bus/Van (2018 model or newer) with driver (inclusive of gas, parking fees, packed meals, accommodation, and overtime fees) that can accommodate the forty (40) participants with appropriate physical distancing <p>C. ACCOMMODATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Conforming with the government's safety guidelines and protocols • Maintains the minimum health and safety protocols in the building including the common areas • Hotel or Resort Accommodation for forty (40) pax • Twin sharing room capacity • Three (3) days and two (2) nights, inclusive of breakfast • Available on 08-10 November 2023 • Can accommodate 40 pax (minimum guaranteed of 30 pax) • Can provide Medical Assistance in case of emergency (Personnel) <p>D. TRAINING VENUE / SET UP REQUIREMENTS</p> <ul style="list-style-type: none"> • Function room must be available from 08 to 10 November 2023 (indicative – final date to be confirmed at least two (2) weeks before the event) <p>10:00 AM – 07:00 PM on Day 1</p> <p>08:00 AM – 07:00 PM on Day 2</p> <p>with time allowance for ingress and egress</p>		

per day

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- Drinking water for the participants

	<ul style="list-style-type: none"> • Food to be served shall be fresh, hot and ready at least 30 minutes before each meal • All dinnerware and glassware necessary for the event • Waiters/Service personnel clad in clean uniforms • Buffet Table with setting • Clean linens with motif as specified/required for the event • Chairs and tables set-up during breakfast, lunch and dinner • Set-up ready one hour before the start of the activities <p>F. OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • With at least 5 complimentary parking slots based on the guaranteed number (may include 2 tour coasters / buses) 		
	ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS		
	<p>ATTACHEMENTS:</p> <ul style="list-style-type: none"> - Technical Specification (Annex “A”) Bidder’s Statement of Compliance <p>NOTE:</p> <p>3. All entries must be typewritten on your company letterhead.</p> <p>4. Price Validity shall be for a period of thirty (30) calendar days.</p>		
	<p>LEGAL REQUIREMENT:</p> <ul style="list-style-type: none"> f. PhilGEPS Certificate g. Mayor’s Business Permit h. SEC/DTI Registration Certificate i. Income/Business Tax Return j. Omnibus Sworn Statement (Annex “B”) Company profile (New Supplier) 		
	<p>SCHEDULE OF REQUIREMENTS</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>		
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TERMS OF PAYMENT

- Willing to provide services on a send bill arrangement based on the entire actual cost;
- Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns;
- The bidder is encouraged to have a Landbank account and/or must be willing to shoulder the bank charges; and

Please send the billing statement to:
MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer
Tourism Promotions Board Philippines
4/F Legaspi Towers 300, Roxas Boulevard, Manila
1104

Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.

FORCE MAJEURE

If and to the extent that a Party's performance of any of its obligations pursuant to this Agreement is prevented, hindered or delayed directly or indirectly by fire, flood, earthquake, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, rebellions or revolutions, or any other similar cause beyond the reasonable control of such Party (each a "Force Majeure Event"), and such non-performance, hindrance or delay could not have been prevented by reasonable precautions, then the non-performing, hindered or delayed Party shall be excused for such nonperformance, hindrance or delay, as applicable, of those obligations affected (the "Affected Services") by the Force Majeure Event for as long as the Force Majeure Event continues and, except as otherwise provided in this Section, such Party continues to use its commercially reasonable efforts to recommence performance whenever and to whatever extent possible without delay, including through the use of alternate sources, workaroud plans or other means. The Party whose performance is prevented, hindered, or delayed by a Force Majeure Event shall promptly

<p>notify the other Party of the occurrence of the Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event.</p> <p>The Impacted Party shall give Notice within 14 days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of 90 days following Notice given by it, the other party may thereafter terminate the contract agreement specific to this Terms of Reference upon Notice.</p> <p>Further, TPB and the Service Provider hereby acknowledge that while current events related to the Covid-19 pandemic are known, future impacts of the outbreak are unforeseeable and shall be considered a Force Majeure event to the extent that they prevent the performance of a Party's obligations under this Terms of Reference.</p>		
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I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed
Name of Representative

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]