

16 November 2023

## REQUEST FOR QUOTATION

**RFQ No.** TPB-RFQ 2023-11-312  
**PR No.** 6.089  
**Requirements :** **Supply and Delivery of One (1) Year Subscription to a Tourism Market Research Database**

1. The Tourism Promotions Board (TPB) intends to procure the **Supply and Delivery of One (1) Year Subscription to a Tourism Market Research Database** with an Approved Budget for the Contract (ABC) of **Six Million Five Hundred Thousand Pesos Only (PhP6,500,000.00)**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The TPB Bids and Award Committee (BAC) now invites technically, legally, and financially capable companies to submit a proposal for the said project.
3. The procurement of the requirement shall be undertaken through Negotiated Procurement - Two Failed Biddings with the provision of Section 53.1 of the Act and the revised IRR following the procedure as prescribed in Annex "H" of the revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Law.
4. A copy of the Technical and Financial Proposal must be submitted to the BAC which must be duly received by the BAC Secretariat at the office address indicated below on or before **24 November 2023, 1:30 PM**. Late submission shall not be accepted.
5. Interested bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.
6. Interested bidders shall use the Technical and Financial forms as provided in the Bidding Documents for Goods, 6<sup>th</sup> Edition.

The following Technical and Financial documents must properly labeled/tabs:

A. Technical Proposal

Legal Documents

- a. PhilGEPS Registration Certificate
- b. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, within the last five (5) years prior to the deadline of submission and receipt of proposal. The statement should include Certificate of Satisfactory Completion or proof of payment of client.  
***Note:** In the event that the bidder will have difficulty submitting supporting documents (e.g. contract agreement) due to Non-Disclosure Agreement (NDA), a redacted version of the contract will be acceptable, provided that it will be accompanied by an affidavit attesting to the authenticity of the contract and with statement indicating that the SLCC is relevant to TPB's procurement requirement.*
- c. Statement of Compliance to the Technical Specification
- d. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative;

- or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- e. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
  - f. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

#### Technical Documents

- a. Company Profile showing description of similar projects handled in the past 5 years
- b. SEC Registration Certificate including Articles of Incorporation and its Amendment
- c. Audited Financial Statement (AFS)

#### Eligibility Documents

- a. Qualification of the Market Research Provider
  - Operating for at least 20 years in the field of consumer research and in-sighting.  
**Note:** *can be verify in the submitted Company Profile and/or SEC Registration Certificate*
  - Member in any internationally recognized association of market research agencies  
**Note:** *Submit/Provide proof of membership*
  - Has provided services to multinational clients in the past five years  
**Note:** *Submit/Provide copy of Notice to Proceed, contract, official receipt for subscription payment, or whichever is applicable*

**or**

- b. Qualification of the Reseller or Distributor (if applicable)
  - At least five (5) years in the business of acquiring rights for subscription to market research database or platforms.  
**Note:** *can be verify in the submitted Company Profile and/or SEC Registration Certificate*
  - Authorized reseller or distributor of market research database  
**Note:** *Submit/Provide proof of authorization*
  - A market research and management company that provides evidence-based strategies through research and data analytics conducted.  
**Note:** *can be verify in the submitted Company Profile*

#### B. Financial Proposal

- a. Original of duly signed and accomplished Financial Bid Form
  - b. Original of duly signed and accomplished Price Schedule(s)
7. The opening of the proposals is on **24 November 2023 at 2:00 PM** at the **TPB BAC Meeting Room**. Proposals will be opened in the presence of the bidders' representatives who choose to attend the activity.
  8. Bidders are required to prepare a **15-minute presentation** of the database focusing on the scope of deliverables (contents, features, and functionalities), including brief profile and background of the company which demonstrates their ability to provide the bulk of information that TPB needs in one platform and briefer on the survey methodology employed by the company to gather the information contained in the database. Only Legally and Technically Complying Bidder shall be requested to present their proposal on **24 November 2023**.

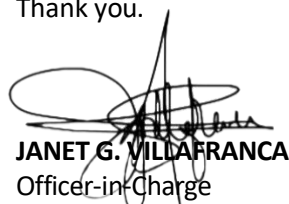
9. The TPB shall be using the **Lowest/Single Calculated and Responsive Quotation (L/SCRQ)** in determining the winning bidder.
10. The winning bidder shall be required to submit a performance security prior to the signing of the contract, which shall remain valid until the issuance by the Procuring Entity of the Certificate of Final Acceptance.
11. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five percent (5%) of the Contract Price
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or	
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%) of the Contract Price

12. Attached hereto are the following are Technical Specification, Statement of Compliance to the Technical Specification, and the Revised Forms.
13. For any clarification, you may send an email to the BAC Secretariat at the following email addresses:

*Roselle D. Romero / Soleil Moon A. Fajardo*  
*BAC Secretariat, Tourism Promotions Board*  
*4/F Floor Legaspi Towers 300, Roxas Boulevard, Manila*  
*No. 8525-9318 loc. 273 /8525-9318 loc. 270*  
*Email: bac-sec@tpb.gov.ph/soleil\_fajardo@tpb.gov.ph*  
*Website: ww.tpb.gov.ph*
14. 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.



**JANET G. VILLAFRANCA**  
Officer-in-Charge

Procurement and General Services Division

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
SUPPLY AND DELIVERY OF ONE (1) YEAR SUBSCRIPTION TO A TOURISM MARKET RESEARCH DATABASE  
TPB-RFQ 2023-11-312**

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

ITEM NO.	SUPPLY AND DELIVERY OF ONE (1) YEAR SUBSCRIPTION TO A TOURISM MARKET RESEARCH DATABASE	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
<b>Contents</b>	<p>Minimum Geographical Coverage:</p> <ul style="list-style-type: none"> <li>• Asia <ul style="list-style-type: none"> <li>- Australia</li> <li>- Malaysia</li> <li>- Singapore</li> <li>- Taiwan</li> <li>- Hong Kong</li> <li>- China</li> <li>- Japan</li> <li>- South Korea</li> <li>- Philippines</li> <li>- India</li> <li>- United Arab Emirates</li> <li>- Saudi Arabia</li> </ul> </li> <li>• Europe <ul style="list-style-type: none"> <li>- Germany</li> <li>- United Kingdom</li> <li>- France</li> </ul> </li> <li>• Americas <ul style="list-style-type: none"> <li>- Canada</li> <li>- United States of Americas</li> <li>- Mexico</li> <li>- Brazil</li> <li>- Colombia</li> <li>- Chile</li> </ul> </li> </ul> <p><b>Note:</b> In case that any of the above countries are not yet included in the current geographic coverage of the platform, the market research provider can conduct special surveys for the countries, covering the desire travel and tourism topics/contents, to ensure the availability of data and information, with no additional cost to the TPB.</p>		
	<p>Profile of Travelers from the Source Markets of Philippine Inbound Tourism:</p> <ul style="list-style-type: none"> <li>• Traveler Sentiments, Preference, and Habits <ul style="list-style-type: none"> <li>- Domestic and international travel demand</li> <li>- Planned and preferred trips</li> <li>- Travel obstacles and considerations</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>- Trip, accommodation, and transportation preferences</li> <li>- Booking insights and travel booking intentions by month</li> <li>- Preferred methods for researching and booking</li> <li>- Travel spending</li> <li>- Amount of short break taken</li> <li>- Month of travel</li> <li>- Preferred Travel Brands</li> <li>- Holiday destination choices and selection influence</li> <li>- Travel Advertising channel preference</li> <li>- Motivations and sources of information</li> <li>- Generational insights</li> <li>- Holiday companions</li> <li>- Past Travel behavior (e.g. number of trips in the past 12 months)</li> <li>- Sustainability in travel</li> <li>• Destination Index <ul style="list-style-type: none"> <li>- Aided Awareness (Which of the following destinations have you ever heard of?)</li> <li>- Ad Awareness (Which of the following destinations have you seen an advertisement for in the past two weeks?)</li> <li>- Buzz (Over the past two weeks, which of the following destinations have you heard something positive/negative about, whether in the news, through advertising, or talking to friends and family?)</li> <li>- Past Visits (Have you ever visited any of the following destinations?)</li> <li>- Impression (Overall, of which of the following destinations do you have a positive/negative impression?)</li> <li>- Quality (Which of the following destinations do you think represents good/poor quality?)</li> <li>- Value (Which of the following destinations do you think represents good/poor value for money? By that we don't mean cheap, but that the destinations offer a visitor a lot in return for the price paid.)</li> <li>- Satisfaction (Of which of the following destinations would you say that you are a satisfied/dissatisfied visitor?)</li> <li>- Recommendation (Which of the following destinations would you recommend/avoid to a friend or colleague?)</li> <li>- Intent (Of the destinations considered, which are you most likely to visit?)</li> </ul> </li> <li>• Insights on Different Types of Travelers <ul style="list-style-type: none"> <li>- Luxury</li> <li>- Budget/Value</li> <li>- Responsible</li> <li>- Adventurous</li> <li>- All-inclusive/package</li> <li>- Weekend</li> <li>- Business</li> </ul> </li> <li>• Insights on Travelers Based on Demographic Variables</li> </ul>		
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	<ul style="list-style-type: none"> <li>- Gender</li> <li>- Age groups</li> <li>- Generations</li> <li>- Income (lower/middle/higher)</li> <li>- Family Income</li> <li>- Marital status</li> <li>- Number of children</li> </ul>		
	<p>Other Data/Information:</p> <ul style="list-style-type: none"> <li>• Post-Pandemic Insights/Attitudinal Statements <ul style="list-style-type: none"> <li>- Consumer lifestyle and confidence</li> <li>- Spending (e.g. changes in physical and online spending)</li> <li>- Economic Outlook (e.g. household situation, changes to employment status, impacts of recession if any)</li> <li>- Social media consumption</li> <li>- Sports followed</li> </ul> </li> </ul>		
	<p><b>Frequency of Data Update:</b> Bi-Weekly to Monthly</p> <p><b>Sample Size:</b> Should be representative of the population of the country/market</p>		
<b>Features and Functionalities</b>	<ul style="list-style-type: none"> <li>• Built-in dashboards for visualizing data with available filters for customizing views</li> <li>• Customized search option to access specific data and information</li> <li>• Capability to export data and analysis into Microsoft Excel and PowerPoint</li> <li>• Can sort the categories of graphs automatically based on value</li> <li>• Provision of access to unlimited number of users in the organization</li> <li>• Dedicated account services team with a lead account manager providing advice, training, support, information updates, and latest research developments</li> <li>• Provision of orientation (online or face-to-face) to the users of the platform to explain its contents, features, and functionalities</li> </ul>		
<b>Qualification</b>	<p><b>Market Research Provider:</b></p> <ul style="list-style-type: none"> <li>• Operating for at least 20 years in the field of consumer research and in-sighting.</li> <li>• Member in any internationally recognized association of market research agencies</li> </ul> <p><b>Note:</b> <i>Submit/Provide proof of membership</i></p> <ul style="list-style-type: none"> <li>• Has provided services to multinational clients in the past five years (provide copy of Notice to Proceed, contract, official receipt for subscription payment, or whichever is applicable)</li> </ul> <p><b>Note:</b> <i>Submit/Provide copy of Notice to Proceed, contract, official receipt for subscription payment, or whichever is applicable</i></p> <p><b>OR</b></p> <p><b>Reseller or Distributor (if applicable):</b></p> <ul style="list-style-type: none"> <li>• At least five (5) years in the business of acquiring rights for subscription to market research database or platforms.</li> <li>• Authorized reseller or distributor of market research</li> </ul>		

	database (provide proof of authorization) <b>Note: Submit/Provide proof of membership</b> <ul style="list-style-type: none"> <li>• A market research and management company that provides evidence-based strategies through research and data analytics conducted.</li> </ul>		
<b>Trial Access</b>	Provision of trial access to experience how to use the database and conduct actual searching of contents to prove the comprehensiveness of contained information (during Post-Qualification).		

*I hereby certify to comply and deliver all of the above requirements provided on the Section VII. Technical Specification of these bidding documents.*

\_\_\_\_\_

Name of the Company

\_\_\_\_\_

Signature over Printed Name  
of the 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]*

**Statement of the Bidder's Single Largest Completed Contract (SLCC)**

**NAME OF THE PROCURING ENTITY: TOURISM PROMOTIONS BOARD**

**PROJECT:**

**LOCATION OF THE PROJECT:**

**Single Largest Completed Contract (SLCC) similar to the Contract to be bid within the last five (5) years, the contract should be at least fifty percent (50%) of the ABC**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Owner's Name Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount of Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<b>Government</b>						
<b>Private</b>						

Note: This Statement shall be supported with

1. Contract
2. Notice to Proceed
3. Certificate of Project Completion which must be Satisfactory as additional supporting documents.

Submitted by:

**Name of Representative of Bidder** : \_\_\_\_\_  
**(Printed Name and Signature)**  
**Position** : \_\_\_\_\_  
**Date** : \_\_\_\_\_

**Bid Form for the Procurement of Goods**  
***[shall be submitted with the Bid]***

**BID FORM**

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address

Amount and Purpose of Agent

Currency Commission or gratuity

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(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

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For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_