21 February 2024

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2024-02-060**
PR No. **2.029**
Requirements: **Services of a Tour Operator for the Philippine Motorcycle Tourism (PMT) Assisted Riders/Motorcycle Associations Riding Events – Bohol Loop 2024**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	**SCOPE OF WORK/SERVICES/DELIVERABLES** **Hosted Dinner** • To provide hosted dinner in Panglao, Bohol for a maximum of five hundred (500) pax, worth Four Hundred Pesos (PhP400.00) per pax on 23 March 2024. Venue to be advised. **Air Tickets** • To provide air tickets of the TPB Personnel for the following: - Manila – Panglao for 2 pax on 22 March 2024 - Panglao – Manila for 2 pax on 24 March 2024 *Airline tickets should be rebookable, refundable, and reroutable **Accommodation** • Standard category (if applicable/available) or its equivalent for two (2) nights for 2 pax in Panglao, Bohol on 22 – 24 March 2024 (inclusive of breakfast) based on Twin/Single occupancy. In a DOT Accredited Hotel if applicable. **Meals** • To provide meals worth PhP1,500.00/day for two (2) TPB Personnel for three (3) days inclusive of three (3) lunch and two (2) dinner meals. **Coordination Meeting** • To provide Coordination Meeting Expenses and Incidentals in the amount of PhP5,000.00. **TECHNICAL REQUIREMENTS:** 1. Company Profile (for new bidder) 2. Accomplished Statement of Compliance to the Technical Specification Annex “B” 3. DOT Accreditation Certificate 4. List of at least three (3) handled similar projects within the last three (3) years **LEGAL REQUIREMENTS:**		PhP250,000.00

	1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. BIR Certificate of Registration 4. SEC/DTI Certificate of Registration 5. Notarized Revised Omnibus Sworn Statement Annex "C" **ATTACHMENTS:** 1. Itinerary Annex "A" 2. Statement of Compliance to the Technical Specification Annex "B" 3. Revised Omnibus Sworn Statement Annex "C" **NOTE:** 1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP250,000.00 inclusive of all applicable taxes.		**PhP250,000.00**

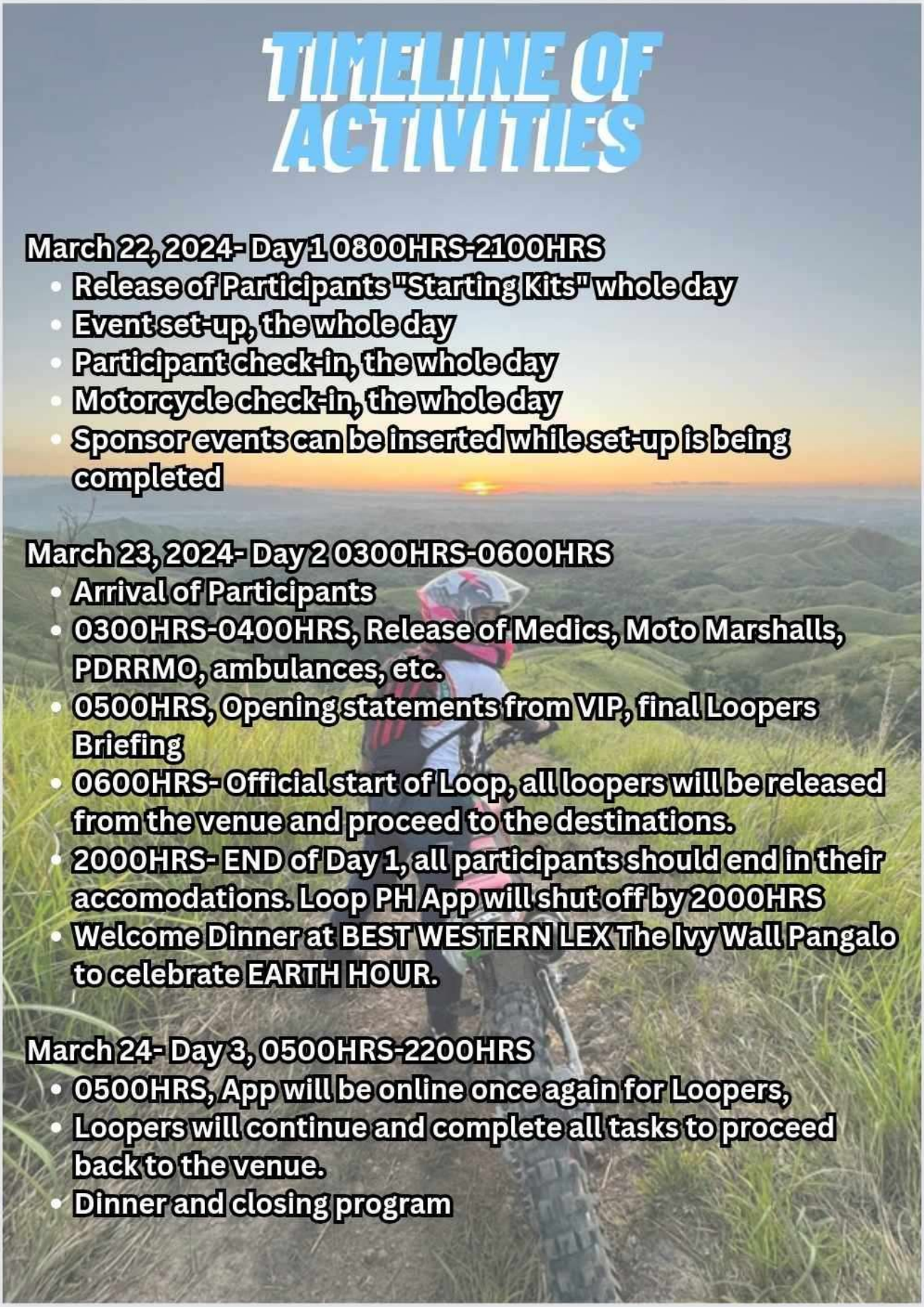
Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **28 February 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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
Acting Head 21 February 2024
Procurement and General Services Division

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


TIMELINE OF ACTIVITIES
March 22, 2024- Day 1 0800HRS-2100HRS
• Release of Participants "Starting Kits" whole day
• Event set-up, the whole day
• Participant check-in, the whole day
• Motorcycle check-in, the whole day
• Sponsor events can be inserted while set-up is being completed
March 23, 2024- Day 2 0300HRS-0600HRS
• Arrival of Participants
• 0300HRS-0400HRS, Release of Medics, Moto Marshalls, PDRRMO, ambulances, etc.
• 0500HRS, Opening statements from VIP, final Loopers Briefing
• 0600HRS- Official start of Loop, all loopers will be released from the venue and proceed to the destinations.
• 2000HRS- END of Day 1, all participants should end in their accomodations. Loop PH App will shut off by 2000HRS
• Welcome Dinner at BEST WESTERN LEX The Ivy Wall Pangalo to celebrate EARTH HOUR.
March 24- Day 3, 0500HRS-2200HRS
• 0500HRS, App will be online once again for Loopers,
• Loopers will continue and complete all tasks to proceed back to the venue.
• Dinner and closing program

ANNEX "B"

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE MOTORCYCLE TOURISM (PMT) ASSISTED RIDERS/MOTORCYCLE ASSOCIATIONS RIDING EVENTS – BOHOL LOOP 2024
TPB-RFQ 2024-02-060

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)
Scope of Works and Deliverables		
1.	**Hosted Dinner** To provide hosted dinner in Panglao, Bohol for a maximum of five hundred (500) pax, worth Four Hundred Pesos (PhP400.00) per pax on 23 March 2024. Venue to be advised.	
	Air Tickets • To provide air tickets of the TPB Personnel for the following: - Manila – Panglao for 2 pax on 22 March 2024 - Panglao – Manila for 2 pax on 24 March 2024 *Airline tickets should be rebookable, refundable, and reroutable	
	Accommodation Standard category (if applicable/available) or its equivalent for two (2) nights for 2 pax in Panglao, Bohol on 22 – 24 March 2024 (inclusive of breakfast) based on Twin/Single occupancy. In a DOT Accredited Hotel if applicable.	
	Meals To provide meals with a maximum of PhP1,500.00/day for two (2) TPB Personnel for three (3) days inclusive of three (3) lunch and two (2) dinner meals.	
	Coordination Meeting To provide Coordination Meeting Expenses and Incidentals in the amount of PhP5,000.00.	
Project Implementation Schedule		
1.	**Indicative date:** 22 – 24 March 2024 (Please see the attached itinerary for the complete details) ***Note:*** *Dates are Subject to change based on advice of TPB and concerned Riders/Motorcycle Associations.*	
Additional Technical Requirements		
1.	Must be a DOT Accredited tour operator/travel agency.	
2.	Bidders must have handled at least three (3) similar projects within the last three (3) years.	

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

Name of Company	Signature over Printed Name of Authorized Representative	Date

ANNEX "C"

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]