

March 27, 2024

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

Quotation No. TPB-PR.2024.03.103

REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR NORTH ASIA MEDIA AND INFLUENCERS FAMILIARIZATION TRIPS LOT 1.

| Quantity | Particulars | Estimated Unit Price | Estimated Total Amount | | | | | | | | |
|----------|--|-----------------------------------|------------------------|-----------------------------------|--------|-------|--|----------------|------------------|-----------------|-----------------|
| 1 LOT | <table border="1"> <thead> <tr> <th>LOT</th> <th>DESTINATION/S</th> <th>INDICATIVE DATE OF IMPLEMENTATION</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Lot 1</td> <td>MANILA, TAGAYTAY, AND BATANGAS Osaka Media and Influencers Familiarization Trip</td> <td>21-25 May 2024</td> <td>PhP 1,000,000.00</td> </tr> </tbody> </table> <p>PARTICIPANTS NO. OF PAX: 7 pax (5 participants + 1 DOT Osaka staff + 1 TPB Project officer) Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.</p> <p>APPROVED BUDGET FOR THE CONTRACT (ABC) ABC: Php 1,000,000.00 Inclusive of all applicable taxes The winning bid shall be determined based on the submitted bid proposal and does not exceed the aforementioned approved budget.</p> <ul style="list-style-type: none"> ●The project requires the services of a tour operator who will help and assist in the implementation of the said familiarization tours based on the tentative itineraries prepared by TPB. ●Secured sponsorship or discounted rates should be deducted from the total expenses. ●Itinerary and dates are subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations. | LOT | DESTINATION/S | INDICATIVE DATE OF IMPLEMENTATION | AMOUNT | Lot 1 | MANILA, TAGAYTAY, AND BATANGAS Osaka Media and Influencers Familiarization Trip | 21-25 May 2024 | PhP 1,000,000.00 | PhP1,000,000.00 | PhP1,000,000.00 |
| LOT | DESTINATION/S | INDICATIVE DATE OF IMPLEMENTATION | AMOUNT | | | | | | | | |
| Lot 1 | MANILA, TAGAYTAY, AND BATANGAS Osaka Media and Influencers Familiarization Trip | 21-25 May 2024 | PhP 1,000,000.00 | | | | | | | | |

TRANSPORTATION

Roundtrip International Air Tickets

Osaka-Manila-Osaka

For six (6) persons

- Regular economy
- Re-bookable
- Re-routable
- Refundable
- With 20 kilos baggage allowance per sector
- Inclusive of all applicable taxes

Land transportation with driver for the whole duration of the trip inclusive of the following requirements:

1. One (1) unit of a coaster for 5 days.
2. One (1) additional van for luggage for 2 days (inclusive of driver and gas).
 - Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.
 - Vehicle year model must be at least 2018 or newer.
 - Must be equipped with:
 - Climate control or air-conditioning, PA system, and dashcam (front & back)
 - With safety belts for all seats
 - GPS or Waze and charge units for phones
 - Umbrellas for the passengers
 - Must be DOT-accredited and/or PATTO-accredited vehicle
 - Necessary expenses to cover all expenses including driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator.
 - Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.

TRAVEL INSURANCE

Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 7 pax

ACCOMMODATION

- Must be a DOT accredited establishment in Manila, Tagaytay, and Batangas.
- Deluxe / 4 to 5-star category with upscale facilities.
- Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).
- Provision of 7 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for 4 nights.

- Provision for early check-in and/or late checkout based on the itinerary.
- Preferably with welcome amenities in the room upon check-in.

MEALS AND BEVERAGES

Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage for 7 pax for the whole duration of the trip.

- Lunch @ PHP 1,500/pax/day x 7 pax x 5 days
- Dinner @ PHP 1,800/pax/day x 7 pax x 4 days
- Snacks @ PHP 200/pax/day x 7 pax x 5 days
- With one round of beverages per meal.
- Meals are subject to the approval of the TPB representative. The budget per meal should be reflected on the bidder's financial proposal.
- If a plated meal, there should be at least 3 viands.
- Ensure provision of dietary requirements.
- Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)

TOURS AND ACTIVITIES

Provision of interactive/operational tours and activities for 7 pax

****Please refer to the itinerary of the group****

- Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices.
- Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.
- The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols

TOUR KITS

Provision of incentivized sustainable tour kits for 7 pax to include the following:

- a. Tour Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging:
 - 500 ml reusable and sustainable water tumbler
 - One (1) pack of facial tissue
 - One (1) pack of wet wipes (biodegradable bamboo fiber material)
 - 50 ml. of 70% isopropyl alcohol in a spray bottle
 - Mints
 - Mosquito repellent in spray
 - Sunblock

- One (1) sun visor/hat
- Cold towels
- Customized luggage tags (design is subject to TPB's approval)

TOUR SIGNAGES AND BANNER

- Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide.
- Provision of a tour banner for a group picture
- Placing of tour operator/supplier's logo is not allowed.
- Banner to be designed by TPB and printed out by the tour operator.

One (1) Licensed DOT-Accredited Japanese-speaking tour guide based in Manila/Batangas or one (1) licensed DOT-Accredited English-speaking tour guide with a Japanese interpreter.

The DOT-Accredited Japanese-speaking tour guide:

- Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events.

• Must have handled at least (1) foreign tour group.
or the DOT-Accredited English-speaking tour guide with a Japanese interpreter:

- Must have handled at least (1) foreign tour group.
- DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events.
- Japanese interpreter must be familiar with tourism-related terminologies, must be fluent and conversant in Japanese and English.

PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR

- Provision of one (1) photographer/videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google drive to be submitted to the TPB representative together with the Statement of Account (SOA) (subject to the approval of the TPB Project Officer)
- Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative.
- Provision of 1 tour coordinator with at least three (3) years of relevant experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour.

- **Curriculum Vitae** of the tour coordinator should be submitted/presented during post qualification.
- The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour.

CURATED SUSTAINABLE DESTINATION-BASED TOKENS

Provision of curated sustainable destination-based tokens for 7 pax

- Placing of tour operator/supplier's logo is not allowed.
- Proposed tokens and designs are subject to TPB's approval.

INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES

- Provision of budget amounting to at least PHP 7,600.00 to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses.

- Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid, Paracetamol, Antihistamine, Loperamide, Meclizine hydrochloride, and Ibuprofen.

- Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip.

OTHER ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS

1. Willingness to respond to immediate/unforeseen changes in specifications.
2. Willing to provide services on a "send-bill" arrangement based on the actual number of participants and costs incurred.
3. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws and engaged in the business as a travel and tour operator for at least five (5) years with experience and handled at least three (3) similar projects in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants.
4. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal).
5. Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality.
6. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship

(hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the actual cost per pax.

TERMS OF PAYMENT

| PARTICULARS/MILESTONE | TERMS OF PAYMENT |
|---|---|
| First tranche: Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services. | 40% of the total contract price |
| Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents. | 60% of the total contract price |
| TOTAL CONTRACT PRICE | 100% (inclusive of service charge and all applicable taxes) |

Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.

CONTRACT DURATION

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

TECHNICAL AND LEGAL REQUIREMENTS

1. Accomplished Statement of Compliance to the Technical Specifications
2. PhilGEPS Registration Certificate (Platinum)
3. Notarized Omnibus Sworn Statement
4. NFCC
5. Bid Securing Declaration

ATTACHMENT

- 1) Sample form of Omnibus Sworn Statement

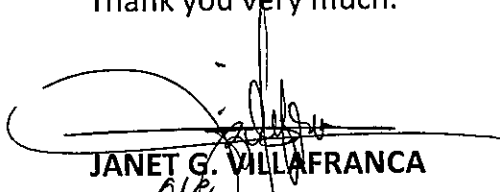
2) Statement of Compliance to the Technical Specifications
 3) Itinerary
 4) Bid Form and Price Schedule
 5) Technical Specifications
 6) Bid Securing Declaration
Note:
 1. All entries must be typewritten on your company letterhead.
 2. Price Validity shall be for a period of thirty (30) calendar days.
 3. Please submit your 2 copies (**Original Technical Document and Financial Document, Copy 1 of Original Technical Document and Financial Document**) of proposal documents to the Bids and Awards Committee, Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila

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|-------|---|--|--|
| Terms | 30 days upon receipt of invoice | | |
| ABC | Approved Budget for Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes | | |

Please submit your quotation and legal documents not later than **April 5, 2024 on or before 10:00 A.M.** 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.



JANET G. VILLAFRANCA
 Acting Head, Procurement and General Services Division
 Administrative Department

Contact Person
 Contact No.

MR. SOCRATES G. TORRES
 (8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: Services of a Tour Operator for the North Asia Media and Influencers Familiarization Trips LOT 1

Quotation No. TPB-PR.2024.03.103

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification]

| Item | Specification | Statement of Compliance |
|------|--|-------------------------|
| 1 | <p>LOT 1: MANILA, TAGAYTAY, AND BATANGAS</p> <p>Osaka Media and Influencers Familiarization Trip</p> | |
| 2 | <p>INDICATIVE DATE OF IMPLEMENTATION</p> <p>21-25 May 2024</p> | |
| 3 | <p>PARTICIPANTS</p> <p>NO. OF PAX</p> <p>7 pax</p> <p>(5 participants + 1 DOT Osaka staff + 1 TPB Project officer)</p> <p>Note:</p> <p>For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.</p> | |
| 4 | <p>ABC: Php 1,000,000.00 Inclusive of all applicable taxes</p> <p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The winning bid shall be determined based on the submitted bid proposal and does not exceed the aforementioned approved budget.</p> | |
| 5 | <ul style="list-style-type: none"> ● The project requires the services of a tour operator who will help and assist in the implementation of the said familiarization tours based on the tentative itineraries prepared by TPB. ● Secured sponsorship or discounted rates should be deducted from the total expenses. ● Itinerary and dates are subject to change based on the availability of flights, accommodation, | |

| | | |
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| | activities, and travel restrictions/quarantine status of the chosen destinations. | |
| 6 | <p>TRANSPORTATION</p> <p>Roundtrip International Air Tickets Osaka-Manila-Osaka For six (6) persons</p> <ul style="list-style-type: none"> ● Regular economy ● Re-bookable ● Re-routable ● Refundable ● With 20 kilos baggage allowance per sector ● Inclusive of all applicable taxes | |
| 7 | <p>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <ol style="list-style-type: none"> 1. One (1) unit of a coaster for 5 days. 2. One (1) additional van for luggage for 2 days (inclusive of driver and gas). <ul style="list-style-type: none"> ● Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour. ● Vehicle year model must be at least 2018 or newer. ● Must be equipped with: <ul style="list-style-type: none"> - Climate control or air-conditioning, PA system, and dashcam (front & back) - With safety belts for all seats - GPS or Waze and charge units for phones - Umbrellas for the passengers ● Must be DOT-accredited and/or PATTO-accredited vehicle ● Necessary expenses to cover all expenses including driver's fee, as well as his food, and other | |

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| | <p>miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator.</p> <ul style="list-style-type: none"> • Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests. | |
| 8 | <p>TRAVEL INSURANCE Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 7 pax</p> | |
| 9 | <p>ACCOMMODATION</p> <ul style="list-style-type: none"> • Must be a DOT accredited establishment in Manila, Tagaytay, and Batangas. • Deluxe / 4 to 5-star category with upscale facilities. • Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). • Provision of 7 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for 4 nights. • Provision for early check-in and/or late checkout based on the itinerary. • Preferably with welcome amenities in the room upon check-in. | |
| 10 | <p>MEALS AND BEVERAGES Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage for 7 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> • Lunch @ PHP 1,500/pax/day x 7 pax x 5 days • Dinner @ PHP 1,800/pax/day x 7 pax x 4 days • Snacks @ PHP 200/pax/day x 7 pax x 5 days • With one round of beverages per meal. • Meals are subject to the approval of the TPB representative. The budget per meal should be reflected on the bidder's financial proposal. • If a plated meal, there should be at least 3 viands. • Ensure provision of dietary requirements. | |

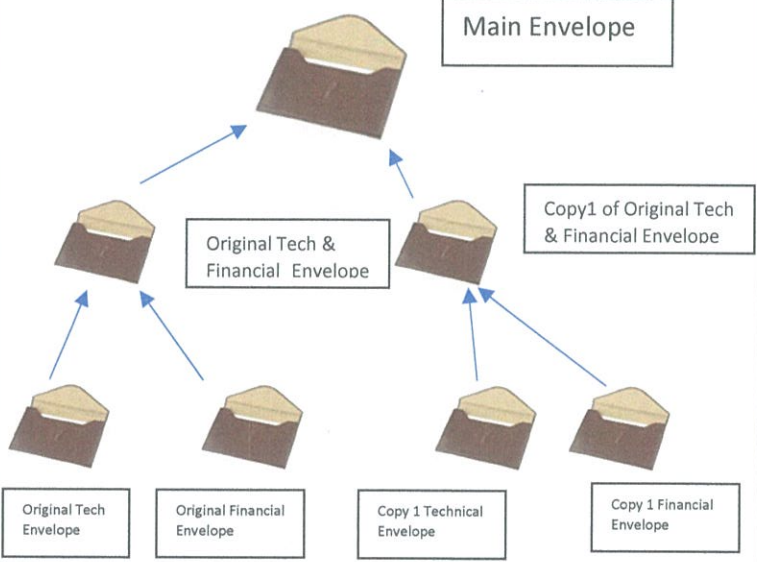
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| | <ul style="list-style-type: none"> ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) | |
| 11 | <p>TOURS AND ACTIVITIES</p> <p>Provision of interactive/operational tours and activities for 7 pax</p> <p>**Please refer to the itinerary of the group**</p> <ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols. | |
| 12 | <p>TOUR KITS</p> <p>Provision of incentivized sustainable tour kits for 7 pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> ● 500 ml reusable and sustainable water tumbler ● One (1) pack of facial tissue ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% isopropyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock ● One (1) sun visor/hat ● Cold towels ● Customized luggage tags (design is subject to TPB's approval) | |
| 13 | TOUR SIGNAGES AND BANNER | |

| | | |
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| | <ul style="list-style-type: none"> ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture ● Placing of tour operator/supplier's logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator. | |
| 14 | <p>One (1) Licensed DOT-Accredited Japanese-speaking tour guide based in Manila/Batangas or one (1) licensed DOT-Accredited English-speaking tour guide with a Japanese interpreter.</p> <p>The DOT-Accredited Japanese-speaking tour guide:</p> <ul style="list-style-type: none"> ● Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. ● Must have handled at least (1) foreign tour group. <p>or</p> <p>The DOT-Accredited English-speaking tour guide with a Japanese interpreter:</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. ● Japanese interpreter must be familiar with tourism-related terminologies, must be fluent and conversant in Japanese and English. | |
| 15 | <p>PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR</p> <ul style="list-style-type: none"> ● Provision of one (1) photographer/videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google drive to be submitted to the TPB representative together with the Statement of | |

| | | |
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| | <p>Account (SOA) (subject to the approval of the TPB Project Officer)</p> <ul style="list-style-type: none"> • Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative. • Provision of 1 tour coordinator with at least three (3) years of relevant experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour. • Curriculum Vitae of the tour coordinator should be submitted/presented during post qualification. • The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour. | |
| 16 | <p>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</p> <p>Provision of curated sustainable destination-based tokens for 7 pax</p> <ul style="list-style-type: none"> • Placing of tour operator/supplier's logo is not allowed. • Proposed tokens and designs are subject to TPB's approval. | |
| 17 | <p>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</p> <ul style="list-style-type: none"> • Provision of budget amounting to at least PHP 7,600.00 to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses. • Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid, Paracetamol, | |

| | | |
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| | <p>Antihistamine, Loperamide, Meclizine hydrochloride, and Ibuprofen.</p> <ul style="list-style-type: none"> ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. | |
| 18 | <p>OTHER ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Willingness to respond to immediate/unforeseen changes in specifications. 2. Willing to provide services on a "send-bill" arrangement based on the actual number of participants and costs incurred. 3. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws and engaged in the business as a travel and tour operator for at least five (5) years with experience and handled at least three (3) similar projects in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants. 4. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal). 5. Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality. 6. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax.</i> | |
| 19 | TERMS OF PAYMENT | |

| PARTICULARS/MILESTONE | TERMS OF PAYMENT |
|--|---|
| First tranche: Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services. | 40% of the total contract price |
| Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents. | 60% of the total contract price |
| TOTAL CONTRACT PRICE | 100% (inclusive of service charge and all applicable taxes) |
| <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.</p> <p><i>The supplier is encouraged to 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.</i></p> | |
| 20 | <p>CONTRACT DURATION</p> <p>The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.</p> |

| | | |
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| 21 | <p>Manual Submission – submit your 2 copies (1 Original Technical Document and Financial Document, and 1 Copy of Original Technical Document and Financial Document) of proposal documents to the Bids and Awards Committee, Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila</p> | |
| 22 |  <p>Technical Envelope:</p> <ol style="list-style-type: none"> 1. Accomplished Statement of Compliance to the Technical Specifications 2. PhilGEPS Registration Certificate (Platinum) all pages 3. Notarized Omnibus Sworn Statement 4. NFCC 5. Bid Securing Declaration <p>Financial Envelope:</p> <p>Accomplished Bid Form and Price Schedule (use the attached form)</p> | |

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

Name of Company

Signature over Printed Name
of the authorized representative

Date

ITINERARY FORM

Project Name: Osaka Media and Influencers Familiarization Trip

Date: 21-25 May 2024

Venue: Manila, Tagaytay, and Batangas

| Date / Time | Activity | Remarks |
|--------------------|---|--|
| DAY 01 | | |
| 21 May 2023 | | |
| 09:55 | Departure from Osaka via Flight PR 407 | Philippine Airlines |
| 12:55 | Arrival in Manila | NAIA Terminal 1 |
| 13:15-14:30 | Late lunch | venue tbc |
| 14:45 | Proceed to Hotel Okura Check-in at the hotel | |
| 16:30 | Proceed to SGD Bodega and Coffee Science Center | |
| 18:00 | The Coffee Heritage Project <ul style="list-style-type: none"> • Lecture on Philippine Coffee • Barako coffee cupping and pairing session | |
| 19:30 | Dinner at Provenciano Restaurant | |
| 20:30 | Proceed back to hotel | |
| | Overnight | |
| DAY 02 | | |
| 22 May 2023 | | |
| | Breakfast at the hotel | |
| 07:30 | Check-out | |
| 08:00 | Proceed to Silang, Cavite | |
| | Shambala Living Museum tour (Wellness and Healing approach) | <i>DOT Region IV-A recommends this tour but only if the owner, Ms. Muyot is able to tour the team.</i> |
| 12:30 | Arrival and check-in at Nurture Wellness Village | |
| 13:00 | Late Lunch at the resort <ul style="list-style-type: none"> • Walk tour of Farmacy • Healthy Juice and Coffee demonstration • Tai Chi activity | |
| 14:30 | At leisure | |
| 17:00 | Hilot/Nilaib Massage | |
| 19:00 | Dinner at the resort | |
| | Overnight at the resort | |
| DAY 03 | | |
| 23 May 2023 | | |
| 06:00 | Breakfast at the resort | |
| 08:00 | Check-out | |
| 08:30 | Proceed to Taal, Batangas | |

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|-------------------------------|--|---|
| 10:00 | Taal Town Heritage Tour <ul style="list-style-type: none"> • Basilica of St. Martin de Tours • Galleria Taal • Casa Villavicencio (Wedding Gift House) | Meet up with a local tour guide at the center of the plaza area DOT Region IV-A recommends Mr. Dindol Montenegro |
| 12:00 | Lunch at Paradores del Castillo | DOT Region IV-A recommended place |
| 13:30 | Continuation of Taal Town Heritage Tour <ul style="list-style-type: none"> • Casa Recuerdos de Taal (try out Philippine costumes) • Shop for Barongs and Filipinianas (palengke tourism) | DOT Region IV-A recommends shopping for barongs and filipinianas at the palengke #palengketourism |
| 16:00 | Proceed to The Farm at San Benito | |
| 17:00 | Arrival and check-in at the hotel | |
| 18:00 | <ul style="list-style-type: none"> • Ionization Foot Therapy • 30-min Cellular Health Screening | |
| 19:30 | Dinner | |
| 20:30 | Overnight at The Farm at San Benito | |
| DAY 04 24 May 2023 | | |
| 06:00 | Yoga Session | |
| | Breakfast | |
| 09:30 | <ul style="list-style-type: none"> • Guided walking tour of the property and the Medical Holistic Sanctuary • Wellness Talk | |
| 11:30 | Check-out | |
| 12:00 | Batangas Food Crawl | list of other food places tbc |
| 15:00 | Check-in at Twin Lakes Hotel | |
| 16:00 | At leisure | |
| 20:00 | Dinner at the hotel | |
| | Overnight at Hotel | |
| DAY 05 25 May 2023 | | |
| | Breakfast | |
| 07:30 | Checkout | |
| 08:00 | Proceed to NAIA Terminal 1 | |
| 10:00 | Arrival at NAIA Terminal 1 | |
| 10:30 | Early Lunch | |
| 13:55 | Depart for Manila via Flight PR 408 | Philippine Airlines |

| | | |
|--------------------|------------------|--|
| 19:10 | Arrival in Osaka | |
| END OF TRIP | | |

As of 12 March 2024

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 of agent | Amount and Purpose of Commission or gratuity |
|---------------------------|--|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(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]

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: _____

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]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION Project Identification No.: *[Insert number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[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]

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place issued]
IBP No. __, [date issued], [place issued]

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.