

REQUEST FOR QUOTATION

May 29, 2024

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

Quotation No. TPB-PR.2024-05.140

PR No. 04.064

REQUIREMENTS: TRANSPORTATION SERVICES REQUIREMENTS FOR THE MID-YEAR TPB STRATEGIC PLANNING FOR CY 2024

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORKS AND DELIVERABLES: INDICATIVE NO. OF PARTICIPANTS: 60 participants</p> <p>ROUTES: The Service Provider is to provide transportation services for 2 days out of the 4-day. Mid-year TPB Strategic Planning for CY 2024, specifically on 18 and 21 June 2024.</p> <p>First Day Services (Indicative Date: 18 June 2024) Early A.M. pick-up of participants at the TPB office site at: Legaspi Towers 300, Inc., Malate, Manila to the designated hotel within Tagaytay City, Cavite Province</p> <p>Fourth Day Services (Indicative Date: 21 June 2024) Whole day rental of the transport vehicles and services After lunch hour standby/early afternoon pick-up of participants from the designated hotel within Tagaytay City, Cavite Province to the TPB office site at: Legaspi Towers 300, Inc., Malate, Manila Accommodation of drop-off points within the return route as an option for select participants.</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</p> <p>a. Vehicles must be a Tour/Coach Bus, preferably a Volvo Coach Bus, with current registration and insurance and conforms to the following specifications: Required:</p> <ol style="list-style-type: none"> 1. well-ventilated and with air conditioning/deluxe air conditioning on non-recirculated mode 2. minimum 60-seater passenger capacity 3. 2x2 column seating arrangement, spacious and comfortable seats, and ample leg space 4. all seats with head rest and neck rest 5. with overhead luggage racks and adequate luggage 		PhP100,000.00

	<p>compartment</p> <ol style="list-style-type: none"> 6. availability of a First Aid Box 7. 2kg fire extinguisher for passenger cabin, and automatic fire extinguishing for engine compartment 8. pneumatic front and middle doors under remote control lock for non-Volvo models <p>Optional:</p> <ol style="list-style-type: none"> 1. Wi-Fi ready 2. in seat chargers 3. on board video and stereo <ol style="list-style-type: none"> b. One (1) tour/coach buses adhering to Passenger Limit Guidelines set by the DOTr and LTRFB as applies. c. Must have a thermometer gun, basic first-aid kits, and sanitation kits with 70- percent solution alcohol, tissue paper and disposable wet wipes, for the free use of passengers, at least 3 big umbrellas, and repair tool kits inside all vehicles. d. Provide a separate trash bag for PPE, wet wipes and other sanitation disposables used by the passengers shall be available inside the vehicle. e. Group passenger insurance provided and included in the service rates. f. <u>Rates must include the use of vehicles , drivers’ services (inclusive of any and all overtime of the drivers), drivers’ accommodations and meals arrangement and expenses, drivers’ communication expenses, parking fees, toll fees, vehicle maintenance, and consumables such as fuel, oil and lubricants.</u> g. Drivers must have at least three years of experience as professional driver, be familiar with the major and minor routes and traffic conditions in the areas within Greater Metro Manila and the Cavite-Batangas areas. i. Well trained and experienced staff, personal hygiene and proper grooming must be observed and also must be in uniform as provided by their transport operator. j. Deep cleaning and proper disinfection and sanitation of vehicles before and after every use, especially the frequently touched surfaces such as seats, armrests, door handles, light, and air controls. k. Provision of proper, approved, clean signage for the vehicles assigned for TPB. l. Prompt and timely service in keeping with the agreed to timelines relative to this project. <p>SPECIAL AND SPECIFIC CONDITIONS</p> <ol style="list-style-type: none"> 1. <u>Should the indicative dates stated herein be not workable, then the actual dates may be worked out by</u> 		
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both parties subject to mutual availability and agreement without changes to the other specifications stated in this Term of Reference.

2. 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, workaround plans or other means. The Party whose performance is prevented, hindered or delayed by a Force Majeure Event shall promptly notify the other Party of the occurrence of the Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event.

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.

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

	<p>Force Majeure event to the extent that they prevent the performance of a Party's obligations under this Technical Specifications.</p> <p>INDICATIVE PROJECT IMPLEMENTATION DATE: 18 and 21 June 2024 (target dates of implementation)</p> <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. Notarized Omnibus Sworn Statement (Annex "B") Company profile (for New Supplier) <p>Attachments:</p> <ul style="list-style-type: none"> • Technical Specification • Bidder's Statement of Compliance (Annex A") <p>NOTE:</p> <ul style="list-style-type: none"> • All entries must be typewritten on your company letterhead. • Price Validity shall be for a period of thirty (30) calendar days. 		
	<p>PAYMENT TERMS AND SCHEDULE: Willing to provide services on a "send-bill" arrangement based on the entire actual cost.</p> <p>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.</p> <p>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.</p> <p>Please send the billing statement to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board Philippines 6th Floor, 5-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City</p>		
ABC	Approved Budget for Contract (ABC) is PhP100,000.00 inclusive of all applicable taxes		

Please submit your quotation together with the legal documents enumerated above to the email address mike_solo@tpb.gov.ph not later than **03 June 2024 on or before 1700H**, duly signed by your representative and deliver to the Procurement and General Services Division, Administrative Department, **6th Floor, 5-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City**.

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

OIC, Procurement and General Services Division
Administrative Department

Contact Person

MIKE ANTHONY SOLO

Contact No.

(8) 525-7312 local 266

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	TRANSPORTATION SERVICES REQUIREMENTS FOR THE MID-YEAR TPB STRATEGIC PLANNING FOR CY 2024	Total Quantity	Bidder's Statement of Compliance
A.	Scope of Work and Deliverables:	1 Lot	
	<p>INDICATIVE NO. OF PARTICIPANTS: 60 participants</p> <p>ROUTES: The Service Provider is to provide transportation services for 2 days out of the 4-day. Mid-year TPB Strategic Planning for CY 2024, specifically on 18 and 21 June 2024.</p> <p>First Day Services (Indicative Date: 18 June 2024) Early A.M. pick-up of participants at the TPB office site at: Legaspi Towers 300, Inc., Malate, Manila to the designated hotel within Tagaytay City, Cavite Province</p> <p>Fourth Day Services (Indicative Date: 21 June 2024) Whole day rental of the transport vehicles and services After lunch hour standby/early afternoon pick-up of participants from the designated hotel within Tagaytay City, Cavite Province to the TPB office site at: Legaspi Towers 300, Inc., Malate, Manila Accommodation of drop-off points within the return route as an option for select participants.</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</p> <p>a. Vehicles must be a Tour/Coach Bus, preferably a Volvo Coach Bus, with current registration and insurance and conforms to the following specifications:</p> <p>Required:</p> <ol style="list-style-type: none"> 1. well-ventilated and with air conditioning/deluxe air conditioning on non-recirculated mode 2. minimum 60-seater passenger capacity 3. 2x2 column seating arrangement, spacious and comfortable seats, and ample leg space 4. all seats with head rest and neck rest 5. with overhead luggage racks and adequate luggage compartment 6. availability of a First Aid Box 7. 2kg fire extinguisher for passenger cabin, and automatic fire extinguishing for engine compartment 8. pneumatic front and middle doors under remote control lock for non-Volvo models 		

	<p>Optional:</p> <ol style="list-style-type: none"> 1. Wi-Fi ready 2. in seat chargers 3. on board video and stereo <ol style="list-style-type: none"> b. One (1) tour/coach buses adhering to Passenger Limit Guidelines set by the DOTr and LTFRB as applies. c. Must have a thermometer gun, basic first-aid kits, and sanitation kits with 70- percent solution alcohol, tissue paper and disposable wet wipes, for the free use of passengers, at least 3 big umbrellas, and repair tool kits inside all vehicles. d. Provide a separate trash bag for PPE, wet wipes and other sanitation disposables used by the passengers shall be available inside the vehicle. e. Group passenger insurance provided and included in the service rates. f. <u>Rates must include the use of vehicles, drivers' services (inclusive of any and all overtime of the drivers), drivers' accommodations and meals arrangement and expenses, drivers' communication expenses, parking fees, toll fees, vehicle maintenance, and consumables such as fuel, oil and lubricants.</u> g. Drivers must have at least three years of experience as professional driver, be familiar with the major and minor routes and traffic conditions in the areas within Greater Metro Manila and the Cavite-Batangas areas. i. Well trained and experienced staff, personal hygiene and proper grooming must be observed and also must be in uniform as provided by their transport operator. j. Deep cleaning and proper disinfection and sanitation of vehicles before and after every use, especially the frequently touched surfaces such as seats, armrests, door handles, light, and air controls. k. Provision of proper, approved, clean signage for the vehicles assigned for TPB. l. Prompt and timely service in keeping with the agreed to timelines relative to this project. <p>SPECIAL AND SPECIFIC CONDITIONS</p> <ol style="list-style-type: none"> 1. <u>Should the indicative dates stated herein be not workable, then the actual dates may be worked out by both parties subject to mutual availability and agreement without changes to the other specifications stated in this Term of Reference.</u> 		
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	<p>2. Force Majeure:</p> <p>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, workaround plans or other means. The Party whose performance is prevented, hindered or delayed by a Force Majeure Event shall promptly 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</p>		
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	<p>considered a Force Majeure event to the extent that they prevent the performance of a Party's obligations under this Technical Specifications.</p> <p>INDICATIVE PROJECT IMPLEMENTATION DATE: 18 and 21 June 2024 (target dates of implementation)</p>		
	<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. Notarized Omnibus Sworn Statement (Annex "B") Company profile (for New Supplier) <p>Attachments:</p> <ul style="list-style-type: none"> • Technical Specification • Bidder's Statement of Compliance (Annex "A") <p>NOTE:</p> <ul style="list-style-type: none"> • All entries must be typewritten on your company letterhead. • Price Validity shall be for a period of thirty (30) calendar days. 		
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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

Date