

19 July 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-07-195
PR No. 7.012
Requirements: Services of a Tour Operator for the 2024 Gender Sensitivity Training (GST)

| Quantity | Item/Description | Estimated Unit Price | Total Cost (Php) |
|----------|---|----------------------|------------------|
| 1 Lot | <p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <ol style="list-style-type: none"> 1. Provision of Resource Speakers to facilitate the intervention based on the above indicative program with the following requirements: <ol style="list-style-type: none"> A. Must have conducted at least 5 Gender Sensitivity Training for the past 3 years B. With relevant certifications related to Gender and Development 2. Transportation Service <ol style="list-style-type: none"> A. Resource Speaker Transportation <ul style="list-style-type: none"> • Vehicle transportation for the Resource Speaker/s from identified point of origin to the venue and vice versa B. Participants Transportation <ul style="list-style-type: none"> • Three (3) units of van or Two (2) units of coaster, or one (1) unit of bus (2018 or higher model) • With comprehensive insurance • Fully air-conditioned, clean, comfortable, presentable, and in good running condition • Must be equipped with a fire extinguisher, provision for a cooler for water/ beverage, umbrellas, and first aid kit • Provision of safety kits such as but not limited to spray alcohol, Lysol spray, and other relevant requirements • Vehicles should be properly disinfected and sanitized C. Driver Requirements <ul style="list-style-type: none"> • Must be a holder of a VALID Professional Driver’s License • With good personality and good grooming and must wear a face mask at all times • Must wear company ID all throughout the event • Must submit daily trip ticket available when on/during duty • Driver should have strong navigation skills | | Php900,000.00 |

| | | | |
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| | <ul style="list-style-type: none"> • Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination • Equipped with GPS or Waze and charge units for phones <p>D. Other Requirements</p> <ul style="list-style-type: none"> • Submit the following one (1) week prior to activity schedule: <ul style="list-style-type: none"> - OR and CR of the vehicle to be used - List of Drivers and copies of LTO issued Driver's License • Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one hour • Inclusive of gasoline, parking, toll fees, driver's meals, accommodation, overtime pay and other incidental cost. <p>3. Venue: Preferably in Rizal, Bataan or nearby municipalities</p> <p>A. With natural open space (preferably with grass and trees) to conduct group discussions and activities</p> <p>B. Medical personnel available in case of emergency</p> <p>4. Accommodation</p> <p>A. Three (3) days and two (2) night's stay for 40 pax; minimum guarantee 30 pax</p> <p>B. 20 rooms for double sharing minimum guarantee 15 rooms</p> <p>C. Subject to final rooming list one week before the event</p> <p>5. Function Room</p> <p>A. Provision of function room with dressed tables and chairs that can accommodate 40 pax with proper physical distancing</p> <p>B. Provision of one (1) projector and projector screen; PA system with minimum of five (5) wireless microphones; four (4) Easel boards with Easel sheets; four (4) Whiteboard with markers and eraser; Pen and pads;</p> <p>C. Provision of electric outlets/extension cord per table/cluster (including the registration and secretariat tables;</p> <p>D. Registration table;</p> <p>E. Provision of two (2) TPB secretariat table set-up at the back with three (3) chairs each, one (1) table for the facilitator/guest speaker and one (1) table for TPB secretariat;</p> <p>F. Designated Wi-fi access within the function room;</p> <p>G. Direct LAN port connection and set-up for the TPB technical staff;</p> <p>6. Food and Beverage</p> <p>A. AM and PM snacks inclusive of one round of drinks/refreshments</p> <p>B. Buffet Lunch and buffet Dinner inclusive of one round of soft drinks or iced tea for beverage</p> | | |
|--|---|--|--|

- C. Can accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free)
- D. Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB
- E. Food to be served shall be fresh, hot, and ready at least 30 minutes before each meal
- F. Drinking water for the participants
- G. Free-flowing brewed coffee and tea at the venue/function room
- H. Hot and cold-water dispenser at the venue/function room
- I. Complete set-up for buffet stations with:
 - All dinnerware and glassware necessary for the event
 - Waiters/Service personnel clad in clean uniforms
 - Buffet Table with setting
 - Clean linens with motif as specified/required for the event
 - Chairs and tables set-up during breakfast, lunch and dinner
 - Set-up ready one hour before the start of the activities

| Meal | Day 1 | Day 2 | Day 3 |
|----------|------------------------|------------------|------------------------|
| AM Snack | Packed Meal (on-board) | Sandwich / Pasta | Sandwich / Pasta |
| Lunch | Buffet Lunch | Buffet Lunch | Buffet Lunch |
| PM Snack | Sandwich / Pasta | Sandwich / Pasta | Packed Meal (on-board) |
| Dinner | Buffet Dinner | Buffet Dinner | None |

- 7. Incidental, other miscellaneous, and on-site related expenses amounting to Php15,000.00
- 8. Designation of at least one (1) point person to facilitate coordination with TPB during the preparation and actual implementation.
 - A. Must be flexible and could adjust immediately to urgent requirements without additional costs to the client.
 - B. Other arrangements that may be mutually agreed upon by the TPB.

TECHNICAL REQUIREMENTS:

- 1. Company Profile (for new bidder)
- 2. Accomplished Statement of Compliance to the Technical Specification Annex "A"
- 3. DOT Accreditation Certificate
- 4. CV of the Resource Speaker together with a list of similar interventions conducted related to Gender and Development for the past 3 years
- 5. Resource Speaker's relevant certifications/license in the field

LEGAL REQUIREMENTS:

- 1. PhilGEPS Registration Certificate
- 2. Business/Mayor's Permit
- 3. Income Tax Return

| | | | |
|-------|---|--|----------------------|
| | 4. SEC/DTI Certificate of Registration 5. Notarized Revised Omnibus Sworn Statement Annex "B" ATTCHMENTS: 1. Statement of Compliance to the Technical Specification Annex "A" 2. Revised Omnibus Sworn Statement Annex "B" NOTE: 1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. | | |
| Terms | Thirty (30) working days from the receipt of SOA or Billing | | |
| ABC | The Approved Budget for the Contract (ABC) is PhP900,000.00 inclusive of all applicable taxes. | | PhP900,000.00 |

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil.fajardo@tpb.gov.ph not later than **25 July 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 19 July 2024
Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE 2024 GENDER SENSITIVITY TRAINING (GST)
TPB-RFQ 2024-07-195**

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. | Provision of Resource Speakers to facilitate the intervention based on the above indicative program with the following requirements: <ul style="list-style-type: none"> • Must have conducted at least 5 Gender Sensitivity Training for the past 3 years • With relevant certifications related to Gender and Development | |
| 2. | Transportation Service <ul style="list-style-type: none"> • Resource Speaker Transportation <ul style="list-style-type: none"> - Vehicle transportation for the Resource Speaker/s from identified point of origin to the venue and vice versa • Participants Transportation <ul style="list-style-type: none"> - Three (3) units of van or Two (2) units of coaster, or one (1) unit of bus (2018 or higher model) - With comprehensive insurance - Fully air-conditioned, clean, comfortable, presentable, and in good running condition - Must be equipped with a fire extinguisher, provision for a cooler for water/ beverage, umbrellas, and first aid kit - Provision of safety kits such as but not limited to spray alcohol, Lysol spray, and other relevant requirements - Vehicles should be properly disinfected and sanitized • Driver Requirements <ul style="list-style-type: none"> - Must be a holder of a VALID Professional Driver's License - With good personality and good grooming and must wear a face mask at all times - Must wear company ID all throughout the event - Must submit daily trip ticket available when on/during duty - Driver should have strong navigation skills - Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination - Equipped with GPS or Waze and charge units for phones • Other requirements <ul style="list-style-type: none"> - Submit the following one (1) week prior to activity schedule: <ul style="list-style-type: none"> ▪ OR and CR of the vehicle to be used ▪ List of Drivers and copies of LTO issued Driver's License - Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one hour - Inclusive of gasoline, parking, toll fees, driver's meals, accommodation, overtime pay and other incidental cost. | |
| 3. | Venue: Preferably in Rizal, Bataan or nearby municipalities <ul style="list-style-type: none"> • With natural open space (preferably with grass and trees) to conduct group discussions and activities • Medical personnel available in case of emergency | |
| 4. | Accommodation | |

| | <ul style="list-style-type: none"> • Three (3) days and two (2) night's stay for 40 pax; minimum guarantee 30 pax • 20 rooms for double sharing minimum guarantee 15 rooms • Subject to final rooming list one week before the event | | | | | | | | | | | | | | | | | | | | | |
|--|---|------------------|------------------------|-------|-------|----------|------------------------|------------------|------------------|-------|--------------|--------------|--------------|----------|------------------|------------------|------------------------|--------|---------------|---------------|------|--|
| 5. | <p>Function Room</p> <ul style="list-style-type: none"> • Provision of function room with dressed tables and chairs that can accommodate 40 pax with proper physical distancing • Provision of one (1) projector and projector screen; PA system with minimum of five (5) wireless microphones; four (4) Easel boards with Easel sheets; four (4) Whiteboard with markers and eraser; Pen and pads; • Provision of electric outlets/extension cord per table/cluster (including the registration and secretariat tables; • Registration table; • Provision of two (2) TPB secretariat table set-up at the back with three (3) chairs each, one (1) table for the facilitator/guest speaker and one (1) table for TPB secretariat; • Designated Wi-fi access within the function room; • Direct LAN port connection and set-up for the TPB technical staff; | | | | | | | | | | | | | | | | | | | | | |
| 6. | <p>Food and Beverage</p> <ul style="list-style-type: none"> • AM and PM snacks inclusive of one round of drinks/refreshments • Buffet Lunch and buffet Dinner inclusive of one round of soft drinks or iced tea for beverage • Can accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free) • Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB • Food to be served shall be fresh, hot, and ready at least 30 minutes before each meal • Drinking water for the participants • Free-flowing brewed coffee and tea at the venue/function room • Hot and cold-water dispenser at the venue/function room • Complete set-up for buffet stations with: <ul style="list-style-type: none"> - All dinnerware and glassware necessary for the event - Waiters/Service personnel clad in clean uniforms - Buffet Table with setting - Clean linens with motif as specified/required for the event - Chairs and tables set-up during breakfast, lunch and dinner - Set-up ready one hour before the start of the activities <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Meal</th> <th>Day 1</th> <th>Day 2</th> <th>Day 3</th> </tr> </thead> <tbody> <tr> <td>AM Snack</td> <td>Packed Meal (on-board)</td> <td>Sandwich / Pasta</td> <td>Sandwich / Pasta</td> </tr> <tr> <td>Lunch</td> <td>Buffet Lunch</td> <td>Buffet Lunch</td> <td>Buffet Lunch</td> </tr> <tr> <td>PM Snack</td> <td>Sandwich / Pasta</td> <td>Sandwich / Pasta</td> <td>Packed Meal (on-board)</td> </tr> <tr> <td>Dinner</td> <td>Buffet Dinner</td> <td>Buffet Dinner</td> <td>None</td> </tr> </tbody> </table> | Meal | Day 1 | Day 2 | Day 3 | AM Snack | Packed Meal (on-board) | Sandwich / Pasta | Sandwich / Pasta | Lunch | Buffet Lunch | Buffet Lunch | Buffet Lunch | PM Snack | Sandwich / Pasta | Sandwich / Pasta | Packed Meal (on-board) | Dinner | Buffet Dinner | Buffet Dinner | None | |
| Meal | Day 1 | Day 2 | Day 3 | | | | | | | | | | | | | | | | | | | |
| AM Snack | Packed Meal (on-board) | Sandwich / Pasta | Sandwich / Pasta | | | | | | | | | | | | | | | | | | | |
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| PM Snack | Sandwich / Pasta | Sandwich / Pasta | Packed Meal (on-board) | | | | | | | | | | | | | | | | | | | |
| Dinner | Buffet Dinner | Buffet Dinner | None | | | | | | | | | | | | | | | | | | | |
| 7. | Incidental, other miscellaneous, and on-site related expenses amounting to PhP15,000.00 | | | | | | | | | | | | | | | | | | | | | |
| | <p>Designation of at least one (1) point person to facilitate coordination with TPB during the preparation and actual implementation.</p> <ul style="list-style-type: none"> • Must be flexible and could adjust immediately to urgent requirements without additional costs to the client. • Other arrangements that may be mutually agreed upon by the TPB. | | | | | | | | | | | | | | | | | | | | | |
| Additional Technical Requirements | | | | | | | | | | | | | | | | | | | | | | |
| 1. | DOT Accreditation Certificate | | | | | | | | | | | | | | | | | | | | | |

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| 2. | Submit CV of the Resource Speaker together with a list of similar interventions conducted related to Gender and Development for the past 3 years | |
| 3. | Submit copy of Resource Speaker's relevant certifications/license in the field | |
| Indicative Project Implementation Schedule | | |
| 1. | Date and Time: 18 – 20 September 2024, 08:00 am – 5:00 pm Venue: Rizal, Bataan, or nearby municipalities | |
| Terms of Payment | | |
| 1. | Send a bill to the Tourism Promotions Board. Final payment 30 working days upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents. | |
| 2. | The following documents should be submitted by the winning bidder for the processing of payment: <ul style="list-style-type: none"> Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant fee addressed to: <p>ROSSANDRA AMYTHEA Q. CAYAGO Acting Head Personnel and Human Resources Development Division Tourism Promotions Board 6/F 5E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City</p> Copy of Official Receipt <p>Note: <i>Submission of the Original copy of the Statement of Account / Billing Statement and Official Receipt shall be c/o of the supplier.</i></p> | |
| 3. | Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier. | |

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date

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]