

21 August 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-08-222
PR No. 8.028
Requirements: Service Provider for the Logistical Requirements of the 2024 PHITEX PEPTalk Speakers

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Participants</p> <ul style="list-style-type: none"> Five (5) PHITEX Educational Program Speakers <p>Transportation</p> <ul style="list-style-type: none"> Air Ticket <ul style="list-style-type: none"> One (1) business class round trip international airline ticket inclusive of all applicable taxes and surcharge fees with 20kg baggage allowance Arrival: 02 September 2024 Departure: 06 September 2024 MNL – SG – MNL Must be rebookable, reroutable, and refundable Land Transportation for the Whole Duration of the Trip <ul style="list-style-type: none"> One (1) 10-seater van with driver. The vehicle must be at least 2018 or newer model Vehicle must be equipped with: <ol style="list-style-type: none"> Climate control or air-conditioning, PA system, and dashcam (front and back) Safety belts for all seats GPS or Waze and charge units for phones Must be a DOT-accredited and/or PATTO-accredited vehicle Inclusive of all necessary 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. Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour. <p>Travel Insurance</p> <ul style="list-style-type: none"> Comprehensive travel insurance for one (1) pax (for Ms. Liz Orteguerra) <p>Accommodation</p> <ul style="list-style-type: none"> c/o of PHITEX organizer / TPB <p>Meals and Beverages</p>		PhP540,000.00

- 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 five (5) pax for the whole duration of the trip.
 - Lunch @ PHP 2,500/pax/day on 04 – 05 September for 2pax
 - Dinner @ PHP 2,500/pax/day on 02 – 03 September for 5 pax, on 04 September for 2 pax, and on 05 September for 1 pax
 - Snacks @ P300/pax/day on 02 September for 5 pax, on 04 September for 2 pax, and on 05 September for 1 pax
- Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's financial proposal.
- If a plated meal, there should be at least 3 viands.
- Ensure provision of dietary requirements.

Tours and Activities

- Provision of Incentivized, interactive, and experiential tours and activities for five (5) pax (please refer to the itinerary of the group)
- Inclusive of all entrance, environmental, gears, and other applicable fees
- 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.
- Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices.

Tour Kits

- Provision of incentivized sustainable tour kits for five (5) pax
- Tour Kits must be placed in reusable drawstring bags, cacha bags, or in sustainable packaging and must include the following:
 - 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% ethyl alcohol in a spray bottle
 - Mints
 - Sunblock
 - Disposable hooded emergency raincoat
 - One (1) sun visor/hat
- Provide labels and descriptions (for what illness) for the medicine set

Tour Guide

- One (1) licensed DOT-Accredited English-speaking tour guide. The tour guide must:
 - Have handled at least (1) foreign/local tour group.
 - 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.

Photographer and Tour Coordinator

- Provision of one (1) photographer to cover the tour and to provide a consolidated output of raw photos 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 1 tour coordinator with at least three (3) years of 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 together with the technical bid proposal.

Incidental and Other Miscellaneous Expenses

- Provision for emergency expenses worth Php20,000.00. (based on actual expenses)
- Provision of budget amounting to at least Php30,000.00 to cover miscellaneous expenses such as:
 - First aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever.
 - Plaques for speakers (10 pcs to include pre-PEPTALK market updates by Tourism Attache) (design and item to be printed in the plaque will be provided by TPB)

General Inclusions/ Other Terms and Conditions

- Must be willing to respond to immediate/unforeseen changes in the specifications.
- Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements.

TECHNICAL REQUIREMENTS:

1. Company Profile (for new bidder)
2. Accomplished Statement of Compliance to the Technical Specification Annex "A"
3. Curriculum Vitae (CV) of the Tour Coordinator
4. Bid Proposal that reflects the cost of tours, activities, and logistical requirements

LEGAL REQUIREMENTS:

1. PhilGEPS Registration Certificate
2. Business/Mayor's Permit
3. Income/Business Tax Return
4. SEC/DTI/CDA 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 PhP540,000.00 inclusive of all applicable taxes.		PhP540,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **29 August 2024 at 12:00 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
Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SUPPLY AND DELIVERY OF T-SHIRTS FOR THE TPB'S PARTICIPATION IN THE 2024 CIVIL SERVICE COMMISSION
(CSC) VIBE RUN
TPB-RFQ 2024-08-217**

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.	Participants <ul style="list-style-type: none"> • Five (5) PHITEX Educational Program Speakers 	
2.	Transportation <ul style="list-style-type: none"> • Air Ticket <ul style="list-style-type: none"> - One (1) business class round trip international airline ticket inclusive of all applicable taxes and surcharge fees with 20kg baggage allowance - Arrival: 02 September 2024 Departure: 06 September 2024 - MNL – SG – MNL - Must be rebookable, reroutable, and refundable • Land Transportation for the Whole Duration of the Trip <ul style="list-style-type: none"> - One (1) 10-seater van with driver. The vehicle must be at least 2018 or newer model - Vehicle must be equipped with: <ul style="list-style-type: none"> d. Climate control or air-conditioning, PA system, and dashcam (front and back) e. Safety belts for all seats f. GPS or Waze and charge units for phones • Must be a DOT-accredited and/or PATTO-accredited vehicle • Inclusive of all necessary 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. • Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour. 	
3.	Travel Insurance <ul style="list-style-type: none"> • Comprehensive travel insurance for one (1) pax (for Ms. Liz Orteguerra) 	
4.	Accommodation <ul style="list-style-type: none"> • c/o of PHITEX organizer / TPB 	
5.	Meals and Beverages <ul style="list-style-type: none"> • 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 five (5) pax for the whole duration of the trip. <ul style="list-style-type: none"> - Lunch @ PHP 2,500/pax/day on 04 – 05 September for 2pax - Dinner @ PHP 2,500/pax/day on 02 – 03 September for 5 pax, on 04 September for 2 pax, and on 05 September for 1 pax - Snacks @ P300/pax/day on 02 September for 5 pax, on 04 September for 2 pax, and on 05 September for 1 pax • Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's financial proposal. • If a plated meal, there should be at least 3 viands. • Ensure provision of dietary requirements. 	
6.	Tours and Activities	

	<ul style="list-style-type: none"> • Provision of Incentivized, interactive, and experiential tours and activities for five (5) pax (please refer to the itinerary of the group) • Inclusive of all entrance, environmental, gears, and other applicable fees • 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. • Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. 	
7.	<p>Tour Kits</p> <ul style="list-style-type: none"> • Provision of incentivized sustainable tour kits for five (5) pax • Tour Kits must be placed in reusable drawstring bags, cacha bags, or in sustainable packaging and must include the following: <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% ethyl alcohol in a spray bottle - Mints - Sunblock - Disposable hooded emergency raincoat - One (1) sun visor/hat • Provide labels and descriptions (for what illness) for the medicine set 	
8.	<p>Tour Guide</p> <ul style="list-style-type: none"> • One (1) licensed DOT-Accredited English-speaking tour guide. The tour guide must: <ul style="list-style-type: none"> - Have handled at least (1) foreign/local tour group. - 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. 	
9.	<p>Photographer and Tour Coordinator</p> <ul style="list-style-type: none"> • Provision of one (1) photographer to cover the tour and to provide a consolidated output of raw photos 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 1 tour coordinator with at least three (3) years of 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 together with the technical bid proposal. 	
10.	<p>Incidental and Other Miscellaneous Expenses</p> <ul style="list-style-type: none"> • Provision for emergency expenses worth Php20,000.00. (based on actual expenses) • Provision of budget amounting to at least Php30,000.00 to cover miscellaneous expenses such as: <ul style="list-style-type: none"> - First aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever. - Plaques for speakers (10 pcs to include pre-PEPTALK market updates by Tourism Attache) (design and item to be printed in the plaque will be provided by TPB) 	

11.	General Inclusions/ Other Terms and Conditions <ul style="list-style-type: none"> • Must be willing to respond to immediate/unforeseen changes in the specifications. • Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. 	
Qualification of Bidders		
1.	Must be Filipino owned, operated, and legally registered tour services company under Philippine laws; Must be engaged in the business as a travel and tour operator for at least three (3) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants.	
2.	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).	
3.	Must have a professional track record in handling international groups in the last three (3) years and handled at least three (3) similar projects.	
Terms of Payment		
1.	Payment will be on a send-bill arrangement based on the actual number of participants and costs incurred. Any TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the supplier will bill TPB based on the actual cost.	
2.	Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier.	
3.	Please send the billing statement to the Tourism Promotions Board Philippines after the completion of services. MARIVIC M. SEVILLA Project Director, PHITEX 2024 and Acting Head, International Promotions Department 6/F, Five E-Com Center, Harbor Drive Mall of Asia Complex, Pasay City, 1300 Philippines	
4.	The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, 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

ANNEX "B"

Omnibus Sworn Statement (Revised)

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]