

30 August 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2024-08-231  
**PR No.** 8.028  
**Requirements:** Services of a Tour Operator for the Familiarization Trip for Tour Operators, Agents, and Media in Canada

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>Travel Insurance</b> Comprehensive Travel Insurance worth PhP1,000,000.00 for one (1) pax inclusive of medical coverage for COVID-19, for TPB representative</p> <p><b>Participants</b> Total number of participants: 21 participants  <ul style="list-style-type: none"> <li>- Twenty (20) Travel Agents from Canada</li> <li>- One (1) TPB representatives</li> </ul> <b>Note:</b>  <ul style="list-style-type: none"> <li>- <i>Minimum guaranteed participants: 10 pax</i></li> </ul> <p><b>Transportation</b> Domestic Airline Ticket  <ul style="list-style-type: none"> <li>- Regular/Economy Class, rebookable, re-routable, and with a baggage allowance of 20 kilos per passenger, with provision for excess luggage</li> <li>- Inclusive of all applicable taxes, fuel surcharge, and other fees</li> <li>- Manila (MNL) to Tagbilaran (TAG) <ul style="list-style-type: none"> <li>• 19 November 2024</li> <li>• PR2773 0910H – 1040H</li> <li>• One (1) Pax</li> </ul> </li> <li>- Tagbilaran (TAG) to Manila (MNL) <ul style="list-style-type: none"> <li>• 22 November 2024</li> <li>• PR2774 1140H – 1310H</li> <li>• One (1) Pax</li> </ul> </li> </ul> <p><b>Accommodation</b> Deluxe Room Accommodation at a DOT-accredited hotel with breakfast  <ul style="list-style-type: none"> <li>- Twenty-One (21) Single Occupancy rooms on the following dates: <ul style="list-style-type: none"> <li>• Bohol – 3 nights stay 19 – 22 November 2024</li> <li>• Metro Manila – 1 night stay</li> </ul> </li> </ul> </p></p></p>		PhP1,000,000.00

22 – 23 November 2024

*\*19-23 November 2024 (Indicative Dates)*

**Note:**

- *Provision for early check-in and late checkout based on the itinerary.*
- *Preferably with welcome amenities in the room upon check-in.*
- *Must be a 4- or 5-star category.*
- *Bohol accommodation must be situated along Dumaluan Beach*
- *Metro Manila accommodation must be situated in Makati, BGC or Pasay Bay Area*

**Meals and Beverages**

Meals and beverage for Twenty-One (21) pax for the whole duration of the trip (breakfast, lunch, AM & PM snacks, and dinner)

- Breakfast
  - (packed to be arranged, if applicable)
- Lunch and Dinner with one (1) round of drinks
  - Budget: PhP2,000.00 per pax/day for both lunch and dinner
- AM & PM snacks on board and bottled water with cold towels
  - Budget: PhP400.00 per pax/day

**Note:**

- *TPB representative to finalize the order of meals*
- *Bidders should be willing to accommodate dietary restrictions*
- *With one round of beverage per meal.*
- *Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)*

**Tour Signages and Banners**

Provision of one (1) tour banner (for group photos) and two (2) coaster/minibus signages

**Note:**

- *Design and specs are subject to TPB's approval*
- *Placing of tour operator/supplier's logo is not allowed*

**Itinerary**

Interactive/experiential tours and activities for the whole group (please see the attached itinerary)

**Note:**

- *Tour activities and dates are subject to change based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions.*
- *The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.*

	<p>- Provide an alternative itinerary or activity, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB.</p> <p><b>Others</b> Provision for incidental, miscellaneous, and onsite related expenses (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.) amounting to Php30,000.00</p> <p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (for new bidder)</li> <li>2. Accomplished Statement of Compliance to the Technical Specification Annex "A"</li> <li>3. List of at least five (5) similar projects, with at least one (1) group from US or Canada within three (3) years.</li> <li>4. DOT Accreditation Certificate</li> <li>5. TPB Membership Certificate (preferably)</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's Permit</li> <li>3. Income/Business Tax Return</li> <li>4. SEC/DTI/CDA Certificate of Registration</li> <li>5. Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>ATTCHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specification Annex "A"</li> <li>2. Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is Php1,000,000.00 inclusive of all applicable taxes.		<b>Php1,000,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) not later than **05 September 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 30 August 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 FAMILIARIZATION TRIP FOR TOUR OPERATORS, AGENTS, AND MEDIA IN CANADA**  
**TPB-RFQ 2024-08-231**

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)
<b>SCOPE OF WORKS AND DELIVERABLES</b>		
1.	<b>Travel Insurance</b> Comprehensive Travel Insurance worth PhP1,000,000.00 for one (1) pax inclusive of medical coverage for COVID-19, for TPB representative	
2.	<b>Participants</b> Total number of participants: 21 participants - Twenty (20) Travel Agents from Canada - One (1) TPB representatives <b>Note:</b> - <i>Minimum guaranteed participants: 10 pax</i>	
3.	<b>Transportation</b> Domestic Airline Ticket - Regular/Economy Class, rebookable, re-routable, and with a baggage allowance of 20 kilos per passenger, with provision for excess luggage - Inclusive of all applicable taxes, fuel surcharge, and other fees - Manila (MNL) to Tagbilaran (TAG) <ul style="list-style-type: none"> <li>• 19 November 2024</li> <li>• PR2773 0910H – 1040H</li> <li>• One (1) Pax</li> </ul> Tagbilaran (TAG) to Manila (MNL) <ul style="list-style-type: none"> <li>• 22 November 2024</li> <li>• PR2774 1140H – 1310H</li> <li>• One (1) Pax</li> </ul>	
4.	<b>Accommodation</b> Deluxe Room Accommodation at a DOT-accredited hotel with breakfast - Twenty-One (21) Single Occupancy rooms on the following dates: <ul style="list-style-type: none"> <li>• Bohol – 3 nights stay 19 – 22 November 2024</li> <li>• Metro Manila – 1 night stay 22 – 23 November 2024</li> </ul> <b>*19-23 November 2024 (Indicative Dates)</b> <b>Note:</b> - <i>Provision for early check-in and late checkout based on the itinerary.</i> - <i>Preferably with welcome amenities in the room upon check-in.</i> - <i>Must be a 4- or 5-star category.</i> - <i>Bohol accommodation must be situated along Dumaluan Beach</i> - <i>Metro Manila accommodation must be situated in Makati, BGC or Pasay Bay Area</i>	
5.	<b>Meals and Beverages</b> Meals and beverage for Twenty-One (21) pax for the whole duration of the trip (breakfast, lunch, AM & PM snacks, and dinner) <ul style="list-style-type: none"> <li>- Breakfast               <ul style="list-style-type: none"> <li>• (packed to be arranged, if applicable)</li> </ul> </li> <li>- Lunch and Dinner with one (1) round of drinks               <ul style="list-style-type: none"> <li>• Budget: PhP2,000.00 per pax/day for both lunch and dinner</li> </ul> </li> <li>- AM &amp; PM snacks on board and bottled water with cold towels               <ul style="list-style-type: none"> <li>• Budget: PhP400.00 per pax/day</li> </ul> </li> </ul> <b>Note:</b> - <i>TPB representative to finalize the order of meals</i> - <i>Bidders should be willing to accommodate dietary restrictions</i> - <i>With one round of beverage per meal.</i>	

	- Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)	
6.	<p><b>Tour Signages and Banners</b> Provision of one (1) tour banner (for group photos) and two (2) coaster/minibus signages</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- Design and specs are subject to TPB's approval</li> <li>- Placing of tour operator/supplier's logo is not allowed</li> </ul>	
7.	<p><b>Itinerary</b> Interactive/experiential tours and activities for the whole group (please see the attached itinerary)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- Tour activities and dates are subject to change based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions.</li> <li>- The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.</li> <li>- Provide an alternative itinerary or activity, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB.</li> </ul>	
8.	<p><b>Others</b> Provision for incidental, miscellaneous, and onsite related expenses (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.) amounting to PhP30,000.00</p>	
<b>Project Implementation Schedule</b>		
1.	The Tour Operator shall provide the mentioned services on 19 – 23 November 2024 (Indicative Dates) in Bohol and Metro Manila. Please see the attached itinerary.	
<b>Additional Technical Requirements</b>		
1.	Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws	
2.	Must have handled at least five (5) similar projects, with at least one (1) group from US or Canada within three (3) years	
3.	Must have valid DOT accreditation certificate and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal)	
4.	Must have expertise in organizing and coordinating travel arrangements, specifically within NCR and Region VII	
<b>Terms of Payment</b>		
1.	Payment shall be made within 30 working days and 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. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.	
2.	<p>Send the bill arrangement to the <b>TOURISM PROMOTIONS BOARD PHILIPPINES</b> after the full completion of the requirements. Payment will be based on the actual amount cost/cost per pax. Thus, TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount.</p> <p style="text-align: center;"><b>CARMELA JOY A. FEBRIO</b> Acting Head, The Americas Division International Promotions Department 6/F, Five E-Com Center, Harbor Drive Mall of Asia Complex, Pasay City, 1300</p>	
3.	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

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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]*