

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 2024-08-232  
**PR No.** 8.038  
**Requirements:** Services of a Tour Operator for the Philippine Tourism Diplomats Dive Program - Diplomats'Night Event

| Quantity | Item/Description   | Estimated Unit Price | Total Cost (Php) |
|----------|--|----------------------|------------------|
| 1 Lot    | <p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>Catering/Food &amp; Beverage with Venue Rental</b></p> <ul style="list-style-type: none"> <li>• Provision of food and beverage requirements for dinner of 150 pax</li> <li>• Should have at least 2 kinds of pass-around canapés and welcome drinks for 150 pax</li> <li>• Should have curated menu selections and must include: 1 salad, 1 soup, 3 entrees, 1 pasta dish or vegetable dish, rice, 2 desserts, 1 round of drinks (soda or iced tea). Menu is subject to the approval of TPB</li> <li>• Should be a themed managed buffet dinner set-up.</li> <li>• Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel</li> <li>• The venue should be able to serve plated dinner for the VIPs with standby waiters for all VIP tables and a dedicated point person to attend to all arrangements</li> <li>• Venue should include tables with proper skirting and chair set-up with centerpiece</li> <li>• The venue should comfortably accommodate 150 pax with 10% buffer. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.) and with free-flowing coffee/ tea/ water</li> <li>• Venue should be exclusive for 8 hours, inclusive of ingress and egress</li> <li>• Venue should have Wi-Fi or LAN cable connection</li> <li>• Venue should be able to provide holding room or events lounge</li> <li>• Fresh flowers as centerpiece per table</li> </ul> <p><b>Cultural Presentation/Show</b></p> <ul style="list-style-type: none"> <li>• The performing group should be highly skilled and talented Filipino performers that will comprise an ensemble of a minimum of 10 male/female singers and/or dancers excluding the coordinator/production assistant</li> <li>• Provide appropriate costumes and props necessary for the performers</li> </ul> |                      | Php800,000.00    |

- Shoulder the logistical expenses of the director, performers, and production assistants such as professional fees, travel arrangements including land transportation, airfare, accommodation, meals, and other miscellaneous expenses, as needed
- Provide show/presentation that will depict the best of the Philippines in music, songs, and dances, both traditional/cultural and contemporary genres in a fresh, dynamic, and unique approach, and fit for an international audience
- The show should feature the best of Philippine cultures from Luzon, Visayas and Mindanao, highlighting inclusivity and sustainability

**Technical Requirements**

- Upgraded audio system with speakers and wireless microphones
- Upgraded lights system with special effects
- LED wall screen, backdrop, and stage
- The supplier shall shoulder the transportation of the equipment and logistics of the technical team, generator set/electricity charge, ingress/egress fees or venue overtime

**Accommodation**

- Room accommodation for 4 pax at Business category (if applicable/available) or its equivalent for 2D1N with breakfast
- Check-in: 13 September 2024  
Check-out: 14 September 2024

**Land Transportation**

- One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation, and overtime fees)
- Itinerary:  
13 September 2024: Manila to Anilao, Mabini, Batangas, and its environs  
14 September 2024: Anilao, Mabini, Batangas, and its environs to Manila  
*\*Itinerary may include residential pick-up and drop-off of TPB personnel*

**Meals**

- Provision of AM, PM Snacks, Lunch, and Dinner for 2 days for 4 pax amounting to PhP1,500.00 per day per person

**Onsite-Related Expenses**

- Provision of onsite-related expenses not more than PhP15,000.00 for coordination meetings, load card for TPB personnel, additional pax, supplies, and other contingency expenses

**Other terms and conditions**

- Assistance in preparing/ securing entry documents, as necessary.

|       |  |  |                      |
|-------|--|--|----------------------|
|       | <ul style="list-style-type: none"> <li>• Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>• Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved.</li> </ul> <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 three (3) similar events/projects handled within the past three (3) years (2021 – 2024)</li> <li>4. DOT Accreditation Certificate</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 PhP800,000.00 inclusive of all applicable taxes.   |  | <b>PhP800,000.00</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 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 31 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 PHILIPPINE TOURISM DIPLOMATS DIVE PROGRAM - DIPLOMATS' NIGHT EVENT  
TPB-RFQ 2024-08-232**

Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

| ITEM                                   | SPECIFICATION   | STATEMENT OF COMPLIANCE<br>(COMPLY/NOT COMPLY) |
|--|---|--|
| <b>SCOPE OF WORKS AND DELIVERABLES</b> |   |  |
| 1.                                     | <p><b>Catering/Food &amp; Beverage with Venue Rental</b></p> <ul style="list-style-type: none"> <li>• Provision of food and beverage requirements for dinner of 150 pax</li> <li>• Should have at least 2 kinds of pass-around canapés and welcome drinks for 150 pax</li> <li>• Should have curated menu selections and must include: 1 salad, 1 soup, 3 entrees, 1 pasta dish or vegetable dish, rice, 2 desserts, 1 round of drinks (soda or iced tea). Menu is subject to the approval of TPB</li> <li>• Should be a themed managed buffet dinner set-up.</li> <li>• Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel</li> <li>• The venue should be able to serve plated dinner for the VIPs with standby waiters for all VIP tables and a dedicated point person to attend to all arrangements</li> <li>• Venue should include tables with proper skirting and chair set-up with centerpiece</li> <li>• The venue should comfortably accommodate 150 pax with 10% buffer. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.) and with free-flowing coffee/ tea/ water</li> <li>• Venue should be exclusive for 8 hours, inclusive of ingress and egress</li> <li>• Venue should have Wi-Fi or LAN cable connection</li> <li>• Venue should be able to provide holding room or events lounge</li> <li>• Fresh flowers as centerpiece per table</li> </ul> |  |
| 2.                                     | <p><b>Cultural Presentation/Show</b></p> <ul style="list-style-type: none"> <li>• The performing group should be highly skilled and talented Filipino performers that will comprise an ensemble of a minimum of 10 male/female singers and/or dancers excluding the coordinator/production assistant</li> <li>• Provide appropriate costumes and props necessary for the performers</li> <li>• Shoulder the logistical expenses of the director, performers, and production assistants such as professional fees, travel arrangements including land transportation, airfare, accommodation, meals, and other miscellaneous expenses, as needed</li> <li>• Provide show/presentation that will depict the best of the Philippines in music, songs, and dances, both traditional/cultural and contemporary genres in a fresh, dynamic, and unique approach, and fit for an international audience</li> <li>• The show should feature the best of Philippine cultures from Luzon, Visayas and Mindanao, highlighting inclusivity and sustainability</li> </ul>  |  |
| 3.                                     | <p><b>Technical Requirements</b></p> <ul style="list-style-type: none"> <li>• Upgraded audio system with speakers and wireless microphones</li> <li>• Upgraded lights system with special effects</li> <li>• LED wall screen, backdrop, and stage</li> </ul>  |  |

|                                    |  |  |
|------------------------------------|--|--|
|                                    | <ul style="list-style-type: none"> <li>The supplier shall shoulder the transportation of the equipment and logistics of the technical team, generator set/electricity charge, ingress/egress fees or venue overtime</li> </ul>   |  |
| 4.                                 | <b>Accommodation</b> <ul style="list-style-type: none"> <li>Room accommodation for 4 pax at Business category (if applicable/available) or its equivalent for 2D1N with breakfast</li> <li>Check-in: 13 September 2024<br/>Check-out: 14 September 2024</li> </ul>   |  |
| 5.                                 | <b>Land Transportation</b> <ul style="list-style-type: none"> <li>One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation, and overtime fees)</li> <li>Itinerary:<br/>13 September 2024: Manila to Anilao, Mabini, Batangas, and its environs<br/>14 September 2024: Anilao, Mabini, Batangas, and its environs to Manila<br/><i>*Itinerary may include residential pick-up and drop-off of TPB personnel</i></li> </ul> |  |
| 6.                                 | <b>Meals</b> <ul style="list-style-type: none"> <li>Provision of AM, PM Snacks, Lunch, and Dinner for 2 days for 4 pax amounting to Php1,500.00 per day per person</li> </ul>  |  |
| 7.                                 | <b>Onsite-Related Expenses</b> <ul style="list-style-type: none"> <li>Provision of onsite-related expenses not more that Php15,000.00 for coordination meetings, load card for TPB personnel, additional pax, supplies, and other contingency expenses</li> </ul>  |  |
| 8.                                 | <b>Other terms and conditions</b> <ul style="list-style-type: none"> <li>Assistance in preparing/ securing entry documents, as necessary.</li> <li>Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved.</li> </ul>   |  |
| <b>Qualification of Bidders</b>    |  |  |
| 1.                                 | Must be Filipino owned, operated, and legally registered tour services company under Philippine laws.  |  |
| 2.                                 | Must show proof that the bidder has handled at least three (3) similar events/projects for the past three (3) years. Required to submit a list of at least three (3) similar events/projects handled from 2021-2024.   |  |
| 3.                                 | Must be a DOT-accredited tourism establishment. Required to submit either a DOT Accreditation certificate or provisional accreditation certificate.  |  |
| <b>Project Implementation Date</b> |  |  |
| 1.                                 | <b>Project</b> : Philippine Tourism Diplomats Dive Program – Diplomats’ Night Event<br><b>Date</b> : 13 September 2024 (Indicative date)<br><b>Venue</b> : Mabini, Anilao, Batangas  |  |
| <b>Terms of Payment</b>            |  |  |
| 1.                                 | Payment will be on a send-bill arrangement and will be based on actual cost. Payment Term will be thirty (30) 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 will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.                                       |  |

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]*