

24 September 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-09-258
PR No. 9.022
Requirements: Services of a Destination Management Company/Tour Operator for the Korea M.I.C.E. Familiarization Trip 2024

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Transportation</p> <p>1. Roundtrip Domestic Air Ticket for 2 pax (passenger names TBA)</p> <ul style="list-style-type: none"> • Re-bookable, re-routable, and refundable, inclusive of 20 kg. baggage allowance, other taxes & applicable charges with comprehensive travel insurance • Economy Class • Route: Manila to Tagbilaran Date: 23 October 2024 Flight: preferably morning flight • Route: Tagbilaran to Manila Date: 27 October 2024 Flight: preferably morning flight <p>2. Land Transportation</p> <ul style="list-style-type: none"> • 23 and 27 October 2024 for 2 pax (passenger names TBA) <ul style="list-style-type: none"> - One (1) van (2018 model or newer, 12-seater capacity, fully airconditioned, clean and comfortable) with driver for transfers of luggage and passengers (Tagbilaran Airport – Resort/Hotel – Tagbilaran Airport). • 23 – 27 October 2024 (Days 1 – 4) for 15 pax <ul style="list-style-type: none"> - One (1) coaster (2018 model or newer, 20–30-seater capacity, fully airconditioned, clean, and comfortable) with driver for transfers (Tagbilaran Airport - Resort/Hotel - Tagbilaran Airport) and tours in Bohol - Must be equipped with fire extinguisher, umbrellas, and first-aid kit - With airport passes/stickers for Tagbilaran airport - With dash cam (front and back) - GPS or Waze and charge units for phones - With luggage compartment <p>Note:</p>		PhP1,000,000.00

1. *Must have comprehensive insurance and should cover government taxes. Must be inclusive of gas fees, parking fees, toll fees, driver's fees and overtime payment, meals, transportation, other travel expenses of the drivers, coordinators, and tour guides, and other consumable and related expenses.*
2. *Must be a DOT-accredited and/or PATTO-accredited vehicle.*
3. *Must have signages in front, on the side, and behind the vehicle.*
4. *Drivers must:*
 - *Be professional tourist drivers who can communicate in English/Filipino*
 - *Be equipped with working mobile phone for easy coordination*
 - *Be a holder of valid professional driver's license*
 - *Be with trip ticket available during duty*
 - *Wear polo barong company uniform, black pants, black shoes, and company ID throughout the event*
5. *Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.*

Meals

1. 23 October 2024 (Day 1) for 5 pax
 - Lunch (plated)
 - PM snack
 - Dinner (plated)
 - Amounting to PhP2,000.00 per pax for the three (3) meals
2. 24 – 26 October 2024 (Days 2 – 4) for 15 pax
 - Morning snack per day for three (3) days amounting to PhP500.00 per pax/meal
 - Themed/incentivized lunch per day for three (3) days amounting to PhP1,000.00 per pax/meal
 - Afternoon snack per day for three (3) days amounting to PhP500.00 per pax/meal
 - Themed/incentivized dinner per night for two (2) nights (25 – 26 October 2024) amounting to PhP1,500.00 per pax/meal
3. 27 October 2024 (Day 5) for 2 pax
 - AM snack amounting to PhP500.00 per pax/meal

Note:

1. *There should be one (1) round of drinks per meal for all meals according to the indicated number of pax/quantity throughout the familiarization trip (23 – 27 October 2024).*
2. *Meals for lunch and dinner should be in buffet set-up.*

Cultural Performance

1. A 10 to 15-minute cultural performance during the Welcome Dinner (to include the physical and technical requirements, professional fee, and travel expenses of the

group – F&B, transportation, among others) on 24 Oct 2024 (Day 2).

Korean-Speaking Guide

1. Two (2) DOT-accredited Korean-speaking guides for four (4) days in Bohol (with previous experience as Tour Guide in previous TPB-initiated domestic and international familiarization trips) on 23 – 26 Oct 2024 (Days 1-4)
2. Package should be inclusive of the meals, transportation, and other travel expenses of the tour guides.

Tours

1. 24 – 26 Oct 2024 (Days 2-4) for 15 pax
 - Panglao Island Hopping with Snorkeling and Diving Activities
 - Mangrove River Kayaking
 - Hilot Massage
 - Bohol Countryside Tour
 - Corella Tarsier Sanctuary
 - Bilar man-made Forest
 - Chocolate Hills Viewing Deck
 - ATV Activity in Chocolate Hills
 - South Palm Tour
 - Whale Shark Watching

Sales Presentations and Inspection of MICE Facilities in Bohol

1. Coordination and arrangement for two 15-minute sales presentations from the identified M.I.C.E. facilities to include the technical requirements (projector, LED, or white screen among others, as necessary)
2. Inspection of 1 – 2 selected DOT-accredited M.I.C.E. facilities in Bohol
3. Given the limited time provided for each facility, the guests will only inspect the following:
 - largest meeting room
 - smallest meeting room
 - deluxe accommodation room
 - standard accommodation room
4. The meeting rooms and accommodation rooms must be physically ready upon arrival of the guests: well-lighted, air-conditioned, with sample setup – banquet, classroom, theatre, or board meeting set up, skirted tables, and chairs (if necessary). The inspection trip facilitator/s from the M.I.C.E. facilities must be professional, well-equipped, knowledgeable about the M.I.C.E. facility, and open to feedback.

Airport Reception Upon Arrival (Day 1)

1. Airport reception and assistance in Tagbilaran Airport to include physical or digital banners and/or cultural performing group. Design for digital/physical banner to be provided by TPB.

Photo and Video Documentation (Days 1 – 5)

1. Provision of one (1) professional videographer and one (1) professional photographer to cover the whole familiarization trip.
2. Produce a one (1)-minute video of the familiarization trip for uploading in TPB social media accounts (subject to 2 edits before the final draft) with the title, date, and destination in the beginning, and the DOT, Love the Philippines, and TPB logos in the end.
3. Provide three (3) copies of the consolidated output stored in USB drives after the familiarization trip and one (1) external hard drive (subject for approval of TPB).

Other Requirements

1. Incentivized tour kits (to include travel necessities) for 15 pax, needed on 24 October 2024, preferably sourced from the local community which includes the following:
 - 22oz Wide Mouth with Spout Lid Vacuum Insulated Stainless Steel Drinking Water Tumbler (BPA free)
 - Tissue
 - Wipes
 - 70 ml refillable sanitizer/alcohol
 - Face masks
 - Mints
 - Mosquito repellent
 - Folded umbrella
 - Fan
 - Tour shirt with Love the Philippines logo (design to be provided by the TPB)
2. Welcome Dinner giveaways amounting to PhP1,000.00 per pax for 20 pax on 24 October 2024 and three (3) destination-based giveaways, amounting to PhP1,000.00 per pax for 15 pax on 25/26 October 2024. Submit the proposed giveaways upon receipt of NOA, subject to approval of TPB.
3. Stand-by paramedics at identified locations in coordination with Region VII.
4. Digital, incentivized tour program with a directory of suppliers.
5. Provision for onsite related, incidental, and other miscellaneous expenses as the need arises subject to TPB's approval amounting to Thirty Thousand Pesos Only (PhP30,000.00).
6. Assistance in preparing/securing entry documents, as necessary.
7. Must respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.

Note:

1. *All giveaways shall be sourced from the local community and advocates sustainability. The proposed designs must*

	<p><i>not reflect the tour operator's logo and should be subject to TPB's approval prior to production/printing.</i></p> <ol style="list-style-type: none"> 2. <i>No mineral water in plastic bottles must be provided.</i> 3. <i>Tour activities and/or schedules/dates may still be changed based on recommendations from the DOT Regional Office.</i> <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Compliance to the Technical Specification Annex "A" 3. Budget bid proposal that reflects the cost of tours, activities, and logistical requirements 4. DOT Accreditation Certificate <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 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" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specification Annex "A" 2. Revised Omnibus Sworn Statement Annex "B" <p>NOTE:</p> <ol style="list-style-type: none"> 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 PhP1,000,000.00 inclusive of all applicable taxes.		PhP1,000,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph/bac_sec@tpb.gov.ph not later than **03 October 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.


JANET G. VILLAFRANCA
 Officer-in-Charge
 Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICES OF A DESTINATION MANAGEMENT COMPANY/TOUR OPERATOR
FOR THE KOREA M.I.C.E. FAMILIARIZATION TRIP 2024
TPB-RFQ 2024-09-258**

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.	<p>Transportation</p> <p>1. Roundtrip Domestic Air Ticket for 2 pax (passenger names TBA)</p> <ul style="list-style-type: none"> • Re-bookable, re-routable, and refundable, inclusive of 20 kg. baggage allowance, other taxes & applicable charges with comprehensive travel insurance • Economy Class • Route: Manila to Tagbilaran Date: 23 October 2024 Flight: preferably morning flight • Route: Tagbilaran to Manila Date: 27 October 2024 Flight: preferably morning flight <p>2. Land Transportation</p> <ul style="list-style-type: none"> • 23 and 27 October 2024 for 2 pax (passenger names TBA) <ul style="list-style-type: none"> - One (1) van (2018 model or newer, 12-seater capacity, fully airconditioned, clean and comfortable) with driver for transfers of luggage and passengers (Tagbilaran Airport – Resort/Hotel – Tagbilaran Airport). • 23 – 27 October 2024 (Days 1 – 4) for 15 pax <ul style="list-style-type: none"> - One (1) coaster (2018 model or newer, 20–30-seater capacity, fully airconditioned, clean, and comfortable) with driver for transfers (Tagbilaran Airport - Resort/Hotel - Tagbilaran Airport) and tours in Bohol - Must be equipped with fire extinguisher, umbrellas, and first-aid kit - With airport passes/stickers for Tagbilaran airport - With dash cam (front and back) - GPS or Waze and charge units for phones - With luggage compartment <p>Note:</p> <ol style="list-style-type: none"> 1. <i>Must have comprehensive insurance and should cover government taxes. Must be inclusive of gas fees, parking fees, toll fees, driver's fees and overtime payment, meals, transportation, other travel expenses of the drivers, coordinators, and tour guides, and other consumable and related expenses.</i> 2. <i>Must be a DOT-accredited and/or PATTO-accredited vehicle.</i> 3. <i>Must have signages in front, on the side, and behind the vehicle.</i> 4. <i>Drivers must:</i> <ul style="list-style-type: none"> • <i>Be professional tourist drivers who can communicate in English/Filipino</i> • <i>Be equipped with working mobile phone for easy coordination</i> • <i>Be a holder of valid professional driver's license</i> 	

	<ul style="list-style-type: none"> • <i>Be with trip ticket available during duty</i> • <i>Wear polo barong company uniform, black pants, black shoes, and company ID throughout the event</i> <p>5. <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i></p>	
2.	<p>Meals</p> <ol style="list-style-type: none"> 1. 23 October 2024 (Day 1) for 5 pax <ul style="list-style-type: none"> • Lunch (plated) • PM snack • Dinner (plated) • Amounting to PhP2,000.00 per pax for the three (3) meals 2. 24 – 26 October 2024 (Days 2 – 4) for 15 pax <ul style="list-style-type: none"> • Morning snack per day for three (3) days amounting to PhP500.00 per pax/meal • Themed/incentivized lunch per day for three (3) days amounting to PhP1,000.00 per pax/meal • Afternoon snack per day for three (3) days amounting to PhP500.00 per pax/meal • Themed/incentivized dinner per night for two (2) nights (25 – 26 October 2024) amounting to PhP1,500.00 per pax/meal 3. 27 October 2024 (Day 5) for 2 pax <ul style="list-style-type: none"> • AM snack amounting to PhP500.00 per pax/meal <p>Note:</p> <ol style="list-style-type: none"> 1. <i>There should be one (1) round of drinks per meal for all meals according to the indicated number of pax/quantity throughout the familiarization trip (23 – 27 October 2024).</i> 2. <i>Meals for lunch and dinner should be in buffet set-up.</i> 	
3.	<p>Cultural Performance</p> <ol style="list-style-type: none"> 1. A 10 to 15-minute cultural performance during the Welcome Dinner (to include the physical and technical requirements, professional fee, and travel expenses of the group – F&B, transportation, among others) on 24 Oct 2024 (Day 2). 	
4.	<p>Korean-Speaking Guide</p> <ol style="list-style-type: none"> 1. Two (2) DOT-accredited Korean-speaking guides for four (4) days in Bohol (with previous experience as Tour Guide in previous TPB-initiated domestic and international familiarization trips) on 23 – 26 Oct 2024 (Days 1-4). 2. Package should be inclusive of the meals, transportation, and other travel expenses of the tour guides. 	
5.	<p>Tours</p> <ol style="list-style-type: none"> 1. 24 – 26 Oct 2024 (Days 2-4) for 15 pax <ul style="list-style-type: none"> • Panglao Island Hopping with Snorkeling and Diving Activities • Mangrove River Kayaking • Hilot Massage • Bohol Countryside Tour <ul style="list-style-type: none"> - Corella Tarsier Sanctuary - Bilar man-made Forest - Chocolate Hills Viewing Deck - ATV Activity in Chocolate Hills • South Palm Tour • Whale Shark Watching 	
6.	<p>Sales Presentations and Inspection of MICE Facilities in Bohol</p> <ol style="list-style-type: none"> 1. Coordination and arrangement for two 15-minute sales presentations from the identified M.I.C.E. facilities to include the technical 	

	<p>requirements (projector, LED, or white screen among others, as necessary)</p> <ol style="list-style-type: none"> 2. Inspection of 1 – 2 selected DOT-accredited M.I.C.E. facilities in Bohol 3. Given the limited time provided for each facility, the guests will only inspect the following: <ul style="list-style-type: none"> • largest meeting room • smallest meeting room • deluxe accommodation room • standard accommodation room 4. The meeting rooms and accommodation rooms must be physically ready upon arrival of the guests: well-lighted, air-conditioned, with sample setup – banquet, classroom, theatre, or board meeting set up, skirted tables, and chairs (if necessary). The inspection trip facilitator/s from the M.I.C.E. facilities must be professional, well-equipped, knowledgeable about the M.I.C.E. facility, and open to feedback. 	
7.	<p>Airport Reception Upon Arrival (Day 1)</p> <ol style="list-style-type: none"> 1. Airport reception and assistance in Tagbilaran Airport to include physical or digital banners and/or cultural performing group. Design for digital/physical banner to be provided by TPB. 	
8.	<p>Photo and Video Documentation (Days 1 – 5)</p> <ol style="list-style-type: none"> 1. Provision of one (1) professional videographer and one (1) professional photographer to cover the whole familiarization trip. 2. Produce a one (1)-minute video of the familiarization trip for uploading in TPB social media accounts (subject to 2 edits before the final draft) with the title, date, and destination in the beginning, and the DOT, Love the Philippines, and TPB logos in the end. 3. Provide three (3) copies of the consolidated output stored in USB drives after the familiarization trip and one (1) external hard drive (subject for approval of TPB). 	
9.	<p>Other Requirements</p> <ol style="list-style-type: none"> 1. Incentivized tour kits (to include travel necessities) for 15 pax, needed on 24 October 2024, preferably sourced from the local community which includes the following: <ul style="list-style-type: none"> • 22oz Wide Mouth with Spout Lid Vacuum Insulated Stainless Steel Drinking Water Tumbler (BPA free) • Tissue • Wipes • 70 ml refillable sanitizer/alcohol • Face masks • Mints • Mosquito repellent • Folded umbrella • Fan • Tour shirt with Love the Philippines logo (design to be provided by the TPB) 2. Welcome Dinner giveaways amounting to PhP1,000.00 per pax for 20 pax on 24 October 2024 and three (3) destination-based giveaways, amounting to PhP1,000.00 per pax for 15 pax on 25/26 October 2024. Submit the proposed giveaways upon receipt of NOA, subject to approval of TPB. 3. Stand-by paramedics at identified locations in coordination with Region VII. 4. Digital, incentivized tour program with a directory of suppliers. 	

	<p>5. Provision for onsite related, incidental, and other miscellaneous expenses as the need arises subject to TPB's approval amounting to Thirty Thousand Pesos Only (Php30,000.00).</p> <p>6. Assistance in preparing/securing entry documents, as necessary.</p> <p>7. Must respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.</p> <p>Note:</p> <p>1. All giveaways shall be sourced from the local community and advocates sustainability. The proposed designs must not reflect the tour operator's logo and should be subject to TPB's approval prior to production/printing.</p> <p>2. No mineral water in plastic bottles must be provided.</p> <p>3. Tour activities and/or schedules/dates may still be changed based on recommendations from the DOT Regional Office.</p>	
Project Implementation Schedule		
1.	23 – 27 October 2024 (tentative) in Bohol	
Additional Technical Requirements		
1.	Must be a Filipino-owned operated and legally registered Destination Management Company/Tour Operator under the Philippine laws	
2.	Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements.	
3.	Must have a valid Department of Tourism (DOT) Certificate of Accreditation	
Terms of Payment		
1.	Payment will be on a send bill arrangement based on the actual number of participants and costs incurred. Thus, any event sponsorship (hosted/discounted) sourced by DOT/TPB will be deducted from the bid amount.	
2.	2. Payment Term is thirty (30) working days and shall be initiated upon receipt of complete set of supporting documents (must include but not limited to trip ticket, flight tickets, boarding passes, terminal report with photos, etc.) and billing statements.	
3.	3. Bidders are encouraged to have a Land bank account. 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]

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]