

21 October 2024

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2024-10-292  
**PR No.** 10.002  
**Requirements:** Service Provider for the Logistical Requirements of USTOA Annual Conference and Marketplace 2024

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>Travel, Administrative, and Logistical Expenses</b></p> <p>Provision of Land Transportation for Logistical Requirements</p> <p>1. Route:</p> <ul style="list-style-type: none"> <li>• Miami Airport to Marco Island</li> <li>• Accommodation to Event Venue to Accommodation</li> <li>• Marco Island to Miami Airport</li> </ul> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>Inclusive of licensed driver, fuel, driver's meals, accommodation, applicable parking, toll fees, and overtime fees.</i></li> </ul> <p>Air Tickets and Travel Insurance of three (3) PDOT North America Representatives</p> <p>1. New York – Miami – New York                  2. San Francisco – Miami – San Francisco                  3. Los Angeles – Miami – Los Angeles</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>Economy Class</i></li> <li>• <i>Re-bookable, re-routable, and refundable</i></li> <li>• <i>Inclusive of 2 pcs baggage allowance at 23kg</i></li> <li>• <i>Inclusive of taxes, fuel surcharge &amp; other applicable fees</i></li> <li>• <i>Inclusive of comprehensive travel insurance</i></li> <li>• <i>Exact flight details TBA</i></li> </ul> <p>Daily Subsistence Allowance (DSA) of three (3) PDOT North America Representatives (US\$ 320.00 x 7 days x 3 pax)</p> <p>Miscellaneous and Other Onsite Expenses</p> <p><b>Promotional Giveaways</b></p> <p>20pcs. Philippine Map Pin with Magnetic Lock</p>	<p>PhP300,000.00</p> <p>PhP120,000.00</p> <p>PhP387,000.00</p> <p>PhP57,000.00</p> <p>PhP500.00</p>	<p>PhP300,000.00</p> <p>PhP120,000.00</p> <p>PhP387,000.00</p> <p>PhP57,000.00</p> <p>PhP10,000.00</p>

Size: 6.1cm x 4.0cm  
Material: Metal Pin Gold Plated



60 pcs. Chocolate Dried Mango Giftbox (200g)



400 pcs. Dried Mangoes (20g)



**TECHNICAL REQUIREMENTS:**

1. Company Profile (for new bidder)
2. Accomplished Statement of Compliance to the Technical Specification Annex "A"
3. List of handled similar projects within the last three (3) years, with at least one (1) project with an international participation or audience, preferably from the US and/or Canada.

**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:**

PhP500.00

PhP30,000.00

PhP40.00

PhP16,000.00

	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 PhP920,000.00 inclusive of all applicable taxes.		<b>PhP920,000.00</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) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) or to the office address **6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City**, not later than **28 October 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.

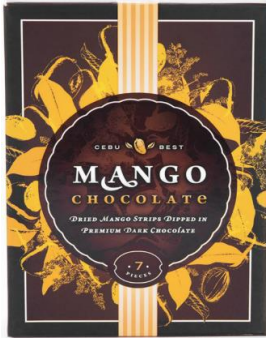
  
**ROSELLE D. ROMERO**  
 Acting Head 21 October 2024  
 Procurement and Management Division

Contact person: Soleil Moon A. Fajardo

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**  
**SERVICE PROVIDER FOR THE LOGISTICAL REQUIREMENTS OF USTOA ANNUAL CONFERENCE AND MARKETPLACE 2024**  
**TPB-RFQ 2024-10-292**

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.	<p><b>Travel, Administrative, and Logistical Expenses</b></p> <p>Provision of Land Transportation for Logistical Requirements</p> <ol style="list-style-type: none"> <li>1. Route: <ul style="list-style-type: none"> <li>• Miami Airport to Marco Island</li> <li>• Accommodation to Event Venue to Accommodation</li> <li>• Marco Island to Miami Airport</li> </ul> </li> </ol> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>Inclusive of licensed driver, fuel, driver's meals, accommodation, applicable parking, toll fees, and overtime fees.</i></li> </ul> <p>Air Tickets and Travel Insurance of three (3) PDOT North America Representatives</p> <ol style="list-style-type: none"> <li>1. New York – Miami – New York</li> <li>2. San Francisco – Miami – San Francisco</li> <li>3. Los Angeles – Miami – Los Angeles</li> </ol> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>Economy Class</i></li> <li>• <i>Re-bookable, re-routable, and refundable</i></li> <li>• <i>Inclusive of 2 pcs baggage allowance at 23kg</i></li> <li>• <i>Inclusive of taxes, fuel surcharge &amp; other applicable fees</i></li> <li>• <i>Inclusive of comprehensive travel insurance</i></li> <li>• <i>Exact flight details TBA</i></li> </ul> <p>Daily Subsistence Allowance (DSA) of three (3) PDOT North America Representatives (US\$ 320.00 x 7 days x 3 pax)</p> <p>Miscellaneous and Other Onsite Expenses</p>	
2.	<p><b>Promotional Giveaways</b></p> <p>20pcs. Philippine Map Pin with Magnetic Lock</p> <p>Size: 6.1cm x 4.0cm</p> <p>Material: Metal Pin Gold Plated</p>  <p>60 pcs. Chocolate Dried Mango Giftbox (200g)</p>	



400 pcs. Dried Mangoes (20g)



<b>Project Implementation Schedule</b>		
1.	<p><b>29 November 2024</b> – Full Delivery of Promotional Giveaways</p> <p><b>09 – 13 December 2024</b> – USTOA Annual Conference and Marketplace Event Proper</p>	
<b>Additional Technical Requirements</b>		
1.	Must be a duly registered Philippine company engaged in the business as an Events Management Company/Project Management Company/Tour Operator with experience in event organization and implementation, preferably with a counterpart in the USA.	
2.	Must be in operation for at least three (3) years and have organized and implement at least one (1) project with an international participation or audience, preferably from the US and/or Canada.	
<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 TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements.</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]*

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]*