

26 November 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-11-337
 PR No. 11.035 / 2024-11-249
 Requirements: SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE TOURISM AWARDS

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
Lot 1	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Land Transportation</p> <ul style="list-style-type: none"> • Two vehicles, preferably vans (2019 model or newer), with drivers. • Inclusive of all maintenance cost, gas, parking fees, meals, accommodation, overtime fees and other consumable cost and other related expenses will be covered by the tour operator. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one (1) hour. • Maximum use of 15 hours per day. Any excess hours will be charged as overtime, not to exceed 5 additional hours. • 1 van required for 3 days and 1 van for 2 days. • Must be equipped with GPS, first aid kit and umbrella • Driver should have strong navigation skills, uniformed, presentable and well trained. • Route: Metro Manila <p>Meals</p> <ul style="list-style-type: none"> • Provision of AM,PM Snacks, Lunch during the ingress for a maximum of 10 pax amounting to PhP 800.00/ pax <p>Communication Allowance</p> <ul style="list-style-type: none"> • Provision of communication/ data allowance for 6 TPB pax amounting to PhP 300.00/pax <p>Onsite-related expense</p> <ul style="list-style-type: none"> • Provision of incidental and onsite-related expenses not more that PhP 50,000.00 for coordination meetings, and other miscellaneous expenses like additional participant, equipment rental, Wi-Fi connection/upgrade and transportation expenses. <p>Indicative Project Implementation Schedule DATE: 14 January 2025 (indicative date) TIME: 4 pm onwards</p>		PhP 200,000.00

	<p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specification Annex "A" 3. SEC/DTI Certificate of Registration 4. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws and 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 such as small-medium-large scale tours, events, and the likes, and must have handled at least three (3) similar projects; 5. Must submit a DOT – accreditation certificate. <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor’s Permit 3. BIR Certificate of Registration 4. Notarized Revised Omnibus Sworn Statement <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 thirty (30) calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	PhP200,000.00 inclusive of all applicable fees and taxes		PhP200,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address kristine_aclan@tpb.gov.ph/ 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 **3 December 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. VILAFRANCA
 Officer-in-Charge
 Procurement Management Division

Contact person: Kristine Heizelle B. Aclan

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE TOURISM AWARDS

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	Land Transportation <ul style="list-style-type: none">• Two vehicles, preferably vans (2019 model or newer), with drivers.• Inclusive of all maintenance cost, gas, parking fees, meals, accommodation, overtime fees and other consumable cost and other related expenses will be covered by the tour operator. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one (1) hour.• Maximum use of 15 hours per day. Any excess hours will be charged as overtime, not to exceed 5 additional hours.• 1 van required for 3 days and 1 van for 2 days.• Must be equipped with GPS, first aid kit and umbrella• Driver should have strong navigation skills, uniformed, presentable and well trained.• Route: Metro Manila	
2	Meals <ul style="list-style-type: none">• Provision of AM,PM Snacks, Lunch during the ingress for a maximum of 10 pax amounting to PhP 800.00/ pax	
3	Communication Allowance <ul style="list-style-type: none">• Provision of communication/ data allowance for 6 TPB pax amounting to Php 300.00/pax	
4	Onsite-related expense <ul style="list-style-type: none">• Provision of incidental and onsite-related expenses not more that PhP 50,000.00 for coordination meetings, and other miscellaneous expenses like additional participant, equipment rental, Wi-Fi connection/upgrade and transportation expenses.	
5	ADDITIONAL TECHNICAL REQUIREMENTS <ul style="list-style-type: none">• Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws and 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 such as small-medium-large scale tours, events, and the	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	likes, and must have handled at least three (3) similar projects; <ul style="list-style-type: none">• Must submit a DOT – accreditation certificate.	
6	INDICATIVE PROJECT IMPLEMENTATION DATE DATE: 14 January 2025 (indicative date) TIME: 4 pm onwards	
7	CONTRACT DURATION One-time engagement and shall commence from the acceptance of Notice to Proceed (NTP).	

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE TOURISM AWARDS

I. BACKGROUND

The Philippine Tourism Awards is envisioned to become the highest and most prestigious citation in Philippine Tourism. The reinvention of the former Kasama sa Lakbay Kaunlaran ng Bayan (KALAKBAY) Awards and Tourism Star Philippines is conceived to be the pinnacle and most esteemed accolade in the realm of Philippine Tourism that will pay tribute to the past while recognizing the present and future achievements of the tourism industry as an economic driver.

The Tourism Pillar Awards pays tribute to those who, for many decades, have professionally provided excellent continued services and support to the tourism industry as a major economic driver for the Philippines. Awardees are tourism enterprises and individuals who have competently extended tourism products and services with utmost hospitality and excellence in the different regions of the country.

On the other hand, the Tourism Industry Awards, a reinvention of the former Kasama sa Lakbay Kaunlaran ng Bayan (KALAKBAY) Awards and Tourism Star Philippines will pay tribute to the present achievements of the tourism stakeholders in various fields including local government units.

The TPB has been tasked by the Department of Tourism (DOT) to organize the Tourism Industry Awards Ceremony. As such, the TPB requires the services of a tour operator to manage the logistics for the event's working committee.

II. OBJECTIVES

The PTA is designed to achieve the following objectives:

- Instill the culture of Filipino hospitality and excellence in tourism
- Foster an innovative and competitive consciousness in the country by recognizing both individuals and corporate entities, as well as LGUs, who have contributed immeasurably to the growth of the industry.
- Recognize individuals and entities in the tourism industry whose creativity, expertise, professionalism, and service have been of the highest standards and have highlighted the Filipino identity.

III. SCOPE OF WORK/ SERVICES

1. Land Transportation

- Two vehicles, preferably vans (2019 model or newer), with drivers.
- Inclusive of all maintenance cost, gas, parking fees, meals, accommodation, overtime fees and other consumable cost and other related expenses will be covered by the tour operator. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one (1) hour.
- Maximum use of 15 hours per day. Any excess hours will be charged as overtime, not to exceed 5 additional hours.
- 1 van required for 3 days and 1 van for 2 days.

- Must be equipped with GPS, first aid kit and umbrella
- Driver should have strong navigation skills, uniformed, presentable and well trained.
- Route: Metro Manila

2. Meals

- Provision of AM,PM Snacks, Lunch during the ingress for a maximum of 10 pax amounting to PhP 800.00/ pax

3. Communication Allowance

- Provision of communication/ data allowance for 6 TPB pax amounting to Php 300.00/pax

4. Onsite-related expense

- Provision of incidental and onsite-related expenses not more that PhP 50,000.00 for coordination meetings, and other miscellaneous expenses like additional participant, equipment rental, wifi connection/upgrade and transportation expenses.

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

DATE : 14 January 2025 (indicative date)
 TIME : 4 pm onwards

VI. ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS

- Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws and 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 such as small-medium-large scale tours, events, and the likes, and must have handled at least three (3) similar projects;
- Must submit either a DOT – accreditation certificate.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **TWO HUNDRED THOUSAND PESOS (PHP 200,000.00)** inclusive of all applicable fees and taxes.

VIII. TERMS OF PAYMENT

1. Payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.
2. Willing to provide services on a “send-bill” arrangement. 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. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.

3. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

Statement of Account/ Billing Statement with detailed costs for all services rendered to include management fee addressed to:

TERESITA DL. LANDAN

Acting Head

Office of the Deputy Chief Operating Officer for Marketing and Promotions

Tourism Promotions Board

6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City

IX. CONTRACT DURATION

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full implementation of all deliverables.

X. PROJECT OFFICERS' CONTACT INFORMATION

EDESSA JOY L. DELEGIRO

edessa_delegiro@tpb.gov.ph

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]