

15 November 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2024-11-313  
**PR No.** 11.016  
**Requirements:** Services of a Tour Operator for the Conduct of Site Validation for the 2025 Regional Travel Fair (RTF)

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>ACCOMMODATION PER LEG</b>  <b>Region II:</b> Tuguegarao City, Cagayan Valley  <b>BARRM:</b> Cotabato City  <b>Region IV-B:</b> Palawan  <b>Cordillera Administrative Region:</b> Baguio City</p> <ul style="list-style-type: none"> <li>At least 3-to-4-star hotel</li> <li>Three (3) rooms based on twin sharing inclusive of daily breakfast</li> <li>Must have stable internet connection</li> </ul> <p><b>AIRTICKETS PER LEG</b>  <b>Region II:</b> Manila – Tuguegarao – Manila  <b>BARRM:</b> Manila – Cotabato City – Manila  <b>Region IV-B:</b> Manila – Puerto Princesa – Manila  <b>Cordillera Administrative Region:</b> Not Applicable</p> <ul style="list-style-type: none"> <li>Air tickets for three (3) pax</li> <li>Inclusive of comprehensive travel insurance</li> <li>20 kilograms baggage allowance per person per route</li> <li>Must be rebookable and refundable</li> </ul> <p><b>LAND TRANSPORTATION PER LEG</b>  <b>Region II:</b> Within Tuguegarao and nearby Town  <b>BARRM:</b> Within Cotabato and nearby town  <b>Region IV-B:</b> Within Puerto Princesa and nearby Town  <b>Cordillera Administrative Region:</b> Within Baguio City and nearby Town</p> <ul style="list-style-type: none"> <li>Land Transportation</li> <li>One (1) unit of van per destination; must be at least 2018 model or not more than 5-years old; Adequate to transport 10-12 persons with luggage and driver; subject to TPB’s approval</li> <li>Inclusive of fuel, driver, parking, and other related expenses</li> <li>Inclusive of driver accommodation, meals, and other expenses</li> <li>Maximum use of 15 hours per day inclusive of overtime and driver’s overtime</li> </ul>		PhP1,000,000.00

	<ul style="list-style-type: none"> <li>• Includes third-party liability insurance</li> <li>• Provision of First Aid kit and umbrellas on board</li> <li>• Equipped with GPS or Waze and charge units for phones</li> <li>• Driver must be well-uniformed and should have strong navigation skills</li> <li>• Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul> <p><b>MEALS PER LEG</b></p> <ul style="list-style-type: none"> <li>• Meals for TPB, DOT and Local Government Units for 10 pax (inclusive of Lunch and Dinner)</li> <li>• Per leg: 3 days x PhP1,500 x 10 pax = PhP45,000.00</li> <li>• Total of PhP180,000.00</li> </ul> <p><b>ON-SITE RELATED EXPENSES PER LEG</b></p> <ul style="list-style-type: none"> <li>• PhP2,000.00 for Communication + PhP3,000.00 for Supplies and Materials + PhP15,000.00 for Coordination Meetings = PhP20,000.00</li> <li>• Total of PhP80,000.00</li> </ul> <p><b>AIRPORT TRANSFERS PER LEG</b></p> <ul style="list-style-type: none"> <li>• Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical</li> <li>• PhP8,000.00 per leg</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) handled similar projects within the past three (3) years.</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 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) / [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 22 November 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 18 November 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 CONDUCT OF SITE VALIDATION FOR THE 2025 REGIONAL TRAVEL FAIR (RTF)  
TPB-RFQ 2024-1-313**

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>ACCOMMODATION PER LEG</b> <b>Region II:</b> Tuguegarao City, Cagayan Valley <b>BARRM:</b> Cotabato City <b>Region IV-B:</b> Palawan <b>Cordillera Administrative Region:</b> Baguio City <ul style="list-style-type: none"> <li>• At least 3-to-4-star hotel</li> <li>• Three (3) rooms based on twin sharing inclusive of daily breakfast</li> <li>• Must have stable internet connection</li> </ul>	
2.	<b>AIRTICKETS PER LEG</b> <b>Region II:</b> Manila – Tuguegarao – Manila <b>BARRM:</b> Manila – Cotabato City – Manila <b>Region IV-B:</b> Manila – Puerto Princesa – Manila <b>Cordillera Administrative Region:</b> Not Applicable <ul style="list-style-type: none"> <li>• Air tickets for three (3) pax</li> <li>• Inclusive of comprehensive travel insurance</li> <li>• 20 kilograms baggage allowance per person per route</li> <li>• Must be rebookable and refundable</li> </ul>	
3.	<b>LAND TRANSPORTATION PER LEG</b> <b>Region II:</b> Within Tuguegarao and nearby Town <b>BARRM:</b> Within Cotabato and nearby town <b>Region IV-B:</b> Within Puerto Princesa and nearby Town <b>Cordillera Administrative Region:</b> Within Baguio City and nearby Town <ul style="list-style-type: none"> <li>• Land Transportation</li> <li>• One (1) unit of van per destination; must be at least 2018 model or not more than 5-years old; Adequate to transport 10-12 persons with luggage and driver; subject to TPB's approval</li> <li>• Inclusive of fuel, driver, parking, and other related expenses</li> <li>• Inclusive of driver accommodation, meals, and other expenses</li> <li>• Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>• Includes third-party liability insurance</li> <li>• Provision of First Aid kit and umbrellas on board</li> <li>• Equipped with GPS or Waze and charge units for phones</li> <li>• Driver must be well-uniformed and should have strong navigation skills</li> <li>• Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul>	
4.	<b>MEALS PER LEG</b> <ul style="list-style-type: none"> <li>• Meals for TPB, DOT and Local Government Units for 10 pax (inclusive of Lunch and Dinner)</li> <li>• Per leg: 3 days x PhP1,500 x 10 pax = PhP45,000.00</li> <li>• Total of PhP180,000.00</li> </ul>	
5.	<b>ON-SITE RELATED EXPENSES PER LEG</b> <ul style="list-style-type: none"> <li>• PhP2,000.00 for Communication + PhP3,000.00 for Supplies and Materials + PhP15,000.00 for Coordination Meetings = PhP20,000.00</li> <li>• Total of PhP80,000.00</li> </ul>	

6.	<b>AIRPORT TRANSFERS PER LEG</b> <ul style="list-style-type: none"> <li>Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical</li> <li>PhP8,000.00 per leg</li> </ul>							
<b>Indicative Project Implementation Schedule</b>								
1.	<b>Cagayan Valley (Region II) – Tuguegarao City: 16 – 18 January 2025</b> <b>Bangsamoro Autonomous Region of Muslim Mindanao (BARRM) – Cotabato: 6 – 8 February 2025</b> <b>MIMAROPA (Region IV-B) – Palawan: 27 February – 01 March 2025</b> <b>Cordillera Administrative Region (Car) – Baguio City: 06 – 07 March 2025</b>  <i>Note: Schedule of the validation is subject to change based on the coordination arrangements with the concerned DOT Regional offices and LGUs.</i>							
<b>Additional Technical Requirements</b>								
1.	Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws and must be a PhilGEPS Platinum Member; Required to submit PhilGEPS Platinum Membership Certificate.							
2.	Must have previously completed a minimum of three (3) projects for the past three (3) years in providing/servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations.							
3.	Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate.							
<b>Terms of Payment</b>								
1.	<table border="1" data-bbox="185 1005 1099 1151"> <thead> <tr> <th data-bbox="185 1005 679 1037">PARTICULARS/PER EVENT</th> <th data-bbox="679 1005 1099 1037">TERMS OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 1037 679 1093">Upon completion of two (2) site validation with Accomplishment Report</td> <td data-bbox="679 1037 1099 1093">50% of the total contract price</td> </tr> <tr> <td data-bbox="185 1093 679 1151">Upon completion of the remaining site validation with Accomplishment Report</td> <td data-bbox="679 1093 1099 1151">50% of the total contract price</td> </tr> </tbody> </table> <p>Willing to provide services on a “send-bill” arrangement based on the tranches stated above. 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.</p> <p>Please send billing statement to <b>TOURISM PROMOTIONS BOARD PHILIPPINES</b>, 6<sup>th</sup> Floor Five, (5) E-Com Center, Harbor Drive, MOA Complex Pasay City.</p> <p>The bidder is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/ tour operator company.</p>	PARTICULARS/PER EVENT	TERMS OF PAYMENT	Upon completion of two (2) site validation with Accomplishment Report	50% of the total contract price	Upon completion of the remaining site validation with Accomplishment Report	50% of the total contract price	
PARTICULARS/PER EVENT	TERMS OF PAYMENT							
Upon completion of two (2) site validation with Accomplishment Report	50% of the total contract price							
Upon completion of the remaining site validation with Accomplishment Report	50% of the total contract price							

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]*