

22 November 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-11-327
PR No. 11.027
Requirements: Services of a Tour Operator for the NAITAS Travel and Trade Show Cebu Edition 2024

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Domestic Air Tickets</p> <ul style="list-style-type: none"> - Round trip air tickets (MNL-CEB-MNL) for 2 pax with 20 kilograms baggage allowance per way per pax - Must be rebookable, transferable - Preferably via Philippines’ Flag Carrier - Provision of travel insurance with COVID-19 coverage worth PhP100,000 per pax (total of 2 pax) <p>Accommodation</p> <ul style="list-style-type: none"> - 1 twin-sharing room for 4 days and 3 nights at Business category (if applicable/available) or its equivalent with daily breakfast - Must be located near SM City Cebu - Must include private round-trip airport transfers and shuttle service going to and from SM City Cebu (if applicable/available) <p>Meals</p> <ul style="list-style-type: none"> - Provision of full-board meals to a maximum of two (2) TPB personnel (AM Snacks, PM Snacks, Lunch, and Dinner) for 4 days amounting to but not more than PhP1,500.00/day/pax. <p>Onsite-Related Expense</p> <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more than PhP20,000.00 for coordination meetings, communication/data allowance, transportation and other miscellaneous expenses. <p>Other Terms and Conditions</p> <ul style="list-style-type: none"> - Must be able to assist in preparing/securing entry documents, as necessary. - Must be willing to respond to immediate/unforeseen changes in specifications. - Schedules/dates are subject to change. <p>TECHNICAL REQUIREMENTS:</p> <p>1. Company Profile (for new bidder)</p>		PhP92,000.00

	<p>2. Accomplished Statement of Compliance to the Technical Specification Annex "A"</p> <p>3. List of at least three (3) handled similar projects within the past three (3) years.</p> <p>4. DOT Accreditation Certificate</p> <p>LEGAL REQUIREMENTS:</p> <p>1. PhilGEPS Registration Certificate</p> <p>2. Business/Mayor's Permit</p> <p>3. BIR Certificate of Registration</p> <p>4. SEC/DTI/CDA Certificate of Registration</p> <p>5. Notarized Revised Omnibus Sworn Statement Annex "B"</p> <p>ATTCHMENTS:</p> <p>1. Statement of Compliance to the Technical Specification Annex "A"</p> <p>2. Revised Omnibus Sworn Statement Annex "B"</p> <p>NOTE:</p> <p>1. All entries must be typewritten in your company letterhead.</p> <p>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP92,000.00 inclusive of all applicable taxes.		PhP92,000.00

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 or to the office address **6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City**, not later than **28 November 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 22 November 2024
Procurement Management Division

Contact person: Soleil Moon A. Fajardo

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE NAITAS TRAVEL AND TRADE SHOW CEBU EDITION 2024
TPB-RFQ 2024-11-327**

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.	Domestic Air Tickets <ul style="list-style-type: none"> - Round trip air tickets (MNL-CEB-MNL) for 2 pax with 20 kilograms baggage allowance per way per pax - Must be rebookable, transferable - Preferably via Philippines' Flag Carrier - Provision of travel insurance with COVID-19 coverage worth Php100,000 per pax (total of 2 pax) 	
2.	Accommodation <ul style="list-style-type: none"> - 1 twin-sharing room for 4 days and 3 nights at Business category (if applicable/available) or its equivalent with daily breakfast - Must be located near SM City Cebu - Must include private round-trip airport transfers and shuttle service going to and from SM City Cebu (if applicable/available) 	
3.	Meals <ul style="list-style-type: none"> - Provision of full-board meals to a maximum of two (2) TPB personnel (AM Snacks, PM Snacks, Lunch, and Dinner) for 4 days amounting to but not more than Php1,500.00/day/pax. 	
4.	Onsite-Related Expense <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more than Php20,000.00 for coordination meetings, communication/data allowance, transportation and other miscellaneous expenses. 	
5.	Other Terms and Conditions <ul style="list-style-type: none"> - Must be able to assist in preparing/securing entry documents, as necessary. - Must be willing to respond to immediate/unforeseen changes in specifications. - Schedules/dates are subject to change. 	
Additional Technical Requirements		
1.	Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;	
2.	Must have previously handled and completed at least 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 enterprise.	
Terms of Payment		
1.	Payment will be based on actual cost.	
2.	Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing.	
3.	Payment will be made through Land Bank of the Philippine (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.	
4.	Supplier must be willing to accept send-bill arrangement.	

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]