

25 March 2025

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2025.03.091  
**PR No.** 2025.03.002  
**Requirements:** **SERVICE PROVIDER FOR THE IMPLEMENTATION OF THE 2025 TIME OF REFLECTION (TOR) – 2<sup>nd</sup> Posting**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	<p>The Tourism Promotions Board (TPB) desires to conduct a wellness retreat with the theme B.R.E.A.T.H.E. (Balance, Relaxation, Exercise, Awareness, Time, Heal, Enjoyment) in view of the upcoming Lenten Season:</p> <p><b>Event:</b> 2025 Time of Reflection (TOR)  <b>Schedule:</b> 10-12 April 2025  <b>Time:</b> 06:00 AM to 2:00 PM the third day  <b>No. of Participants:</b> 35 pax (minimum guarantee 25 pax)  <b>Platform:</b> Face-to-Face</p> <p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>1. Provide at least two (2) Facilitators of wellness activities to facilitate the intervention based on the above indicative program.</li> <li>2. Transportation Service               <ol style="list-style-type: none"> <li>A. Resource Speaker Transportation                   <ul style="list-style-type: none"> <li>• One (1) vehicle transportation for the Resource Speakers from the identified point of origin to the venue and vice versa</li> </ul> </li> <li>B. Participants Transportation                   <ul style="list-style-type: none"> <li>• Four (4) units of van or three (3) units of coaster or one (1) bus (2018 or higher model)</li> <li>• With comprehensive travel insurance</li> </ul> </li> </ol> </li> </ol>	Php650,000.00	<b>PhP650,000.00</b>

	<ul style="list-style-type: none"> <li>• Fully air-conditioned, clean, comfortable, presentable, and in good running condition</li> <li>• Provision of a fire extinguisher, cooler for water/ beverage, umbrellas, and first aid kit</li> <li>• Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements</li> <li>• Vehicles should be properly disinfected and sanitized</li> </ul> <p>C. Driver Requirements:</p> <ul style="list-style-type: none"> <li>• Must be holder of VALID Professional Driver’s License</li> <li>• With good grooming</li> <li>• Must wear company ID all throughout the event</li> <li>• Must submit daily trip ticket available when on/during duty</li> <li>• Driver should have strong navigation skills</li> <li>• Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination</li> <li>• Equipped with GPS or Waze and charge units for phones</li> </ul> <p>Other requirements:</p> <ul style="list-style-type: none"> <li>• Submit the following prior to the activity schedule: <ul style="list-style-type: none"> <li>- OR and CR of the BUS to be used</li> <li>- List of Drivers and copies of LTO issued Driver’s License</li> </ul> </li> <li>• Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> <li>• Inclusive of gasoline, parking, toll fees, driver’s meals, accommodation, overtime pay and other incidental cost.</li> </ul> <p>3. Venue: Preferably in Batangas, Cavite or Antipolo area</p> <ul style="list-style-type: none"> <li>• With natural open space (preferably with grass and trees) to conduct group discussions and activities</li> </ul>		
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	<ul style="list-style-type: none"> <li>• With facilities and /or amenities for the conduct of wellness activities</li> <li>• Medical personnel available in case of emergency</li> </ul> <p>4. Accommodation: 3-star hotel or equivalent type for other accommodation facilities</p> <ul style="list-style-type: none"> <li>• Overnight stay for 35 pax; minimum guarantee 25 pax</li> <li>• At least double sharing rooms minimum guarantee of 15 rooms</li> <li>• Subject to final rooming list before the event</li> </ul> <p>5. Function/ Activity Room</p> <ul style="list-style-type: none"> <li>• Provision of function room with dressed tables and chairs that can accommodate 35 pax with proper physical distancing if applicable to proposed wellness activities</li> <li>• Provision of one (1) projector and projector screen; PA system with minimum of five (5) wireless microphones; four (4) Easel boards with Easel sheets; four (4) Whiteboard with markers and eraser; Pen and pads; if applicable to proposed wellness activities</li> <li>• Provision of electric outlets/extension cord per table/cluster (including the registration and secretariat tables.</li> <li>• Registration table.</li> <li>• Provision of two (2) TPB secretariat table set-up at the back with three (3) chairs each, one (1) table for the facilitator/guest speaker and one (1) table for TPB secretariat;</li> <li>• Designated Wi-fi access within the function/ activity room;</li> <li>• Direct LAN port connection and set-up for the TPB technical staff;</li> </ul> <p>6. Food and Beverage: 35 pax</p> <ul style="list-style-type: none"> <li>• AM and PM snacks inclusive of one round of drinks/refreshments</li> <li>• Managed buffet Lunch and Dinner inclusive of one round of soft drinks or iced tea for beverage</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Can accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free)</li> <li>• Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB</li> <li>• Food to be served shall be fresh, hot and ready at least 30 minutes before each meal</li> <li>• Drinking water for the participants</li> <li>• Free-flowing brewed coffee and tea at the venue/ function room</li> <li>• Hot and cold-water dispenser at the venue/ function room</li> <li>• Complete set-up for buffet stations with: <ul style="list-style-type: none"> <li>- All dinnerware and glassware necessary for the event</li> <li>- Waiters/Service personnel clad in clean uniforms</li> <li>- Buffet Table with setting</li> <li>- Clean linens as specified/required for the event</li> <li>- Chairs and tables set-up during breakfast, lunch and dinner</li> <li>- Set-up ready one hour before the start of the activities</li> </ul> </li> </ul> <p>7. Incidental, other miscellaneous and on-site related expenses amounting to Php15,000.00 supported by an official receipt, acknowledgment receipt, or its equivalent.</p> <p>8. Designation of at least one (1) point person to facilitate coordination with TPB during the preparation and actual implementation.</p> <ul style="list-style-type: none"> <li>• Must be flexible and could adjust immediately to urgent requirements without additional costs to the client.</li> <li>• Other arrangements that may be mutually agreed upon by the TPB.</li> </ul>		
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	<p><b>QUALIFICATIONS</b></p> <ol style="list-style-type: none"> <li>1. Must be owned, legally registered under Philippine laws, and must be in operation for the last three (3) years</li> <li>2. Bidder must have at least three (3) years of experience in organizing and facilitating similar activities. Submit Company Profile.</li> </ol> <p><b>ADDITIONAL TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Valid DOT Accreditation Certificate</li> <li>2. Submit proposed outline with schedule of wellness activities</li> <li>3. Statement of Compliance to the Technical Specifications</li> </ol> <p><b>PROJECT IMPLEMENTATION SCHEDULE:</b> 10-12 APRIL 2025</p>		
	<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. Latest Income/ Business Tax Return</li> <li>4. Notarized Revised Omnibus Sworn Statement</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Revised Omnibus Sworn Statement</li> <li>3. Statement of Compliance with the Technical Specifications</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 thirty (30) calendar days.</li> </ol>		
<b>Terms</b>	Thirty (30) working days from the receipt of invoice/billing.		
<b>ABC</b>	PhP650,000.00 inclusive of all applicable fees and taxes	<b>PhP650,000.00</b>	

Please submit your **quotation** together with the **legal and technical documents** duly signed by your authorized representative to email address [kristine\\_aclan@tpb.gov.ph](mailto:kristine_aclan@tpb.gov.ph) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **31 March 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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.

  
GENESIS WEIYN B. LEE  
Officer-in-Charge  
Procurement Management Division

**CONTACT PERSON: KRISTINE HEIZELLE B. ACLAN**

## TECHNICAL SPECIFICATIONS

### SERVICE PROVIDER FOR THE IMPLEMENTATION OF THE 2025 TIME OF REFLECTION (TOR)

#### I. BACKGROUND

As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) desires to conduct a wellness retreat with the theme **B.R.E.A.T.H.E.** (Balance, Relaxation, Exercise, Awareness, Time, Heal, Enjoyment) in view of the upcoming Lenten Season :

- Event : 2025 Time of Reflection (TOR)
- Schedule : 10-12 April 2025
- Time : 06:00 AM to 2:00 PM the third day
- No. of Participants : 35 pax (minimum guarantee 25 pax)
- Platform : Face-to-Face

#### II. OBJECTIVES

To provide venue with accommodation, catering service and technical requirements for the implementation of the 2025 Time of Reflection (TOR).

The activity aims:

1. To help participants reconnect with themselves, reduce stress, enhance their health, and foster a sense of balance and rejuvenation.
2. To create a holistic experience that nurtures all aspects of a person's well-being.

#### INDICATIVE PROGRAM - WELLNESS RETREAT

- **Day 1:**

- 07:00 AM - Depart TPB
- 09: 30 AM - Arrival at the Venue and Registration
- 10: 00 AM - Opening and Program Proper morning session
- 12:00 PM - Lunch break
- 1:30 PM - Resumption of the Program afternoon session
- PM snacks will be served
- 5:00 PM - End of session
- Dinner will be served

- **Day 2:**

- 07:00 AM - Depart TPB
- 09: 30 AM - Arrival at the Venue and Registration
- 10: 00 AM - Opening and Program Proper morning session
- 12:00 PM - Lunch break
- 1:30 PM - Resumption of the Program afternoon session
- PM snacks will be served
- 5:00 PM - End of session
- Dinner will be served

- **Day 3:**

- 06:00 AM - Breakfast
- 9:00 AM - Morning Session
- AM snacks will be served
- End of session
- 12:00 NN - Lunch break
- 2:00 PM - Return to TPB Office
- Packed PM Snacks to be provided

### III. SCOPE OF WORK/ SERVICES

1. Provide at least two (2) Facilitators of wellness activities to facilitate the intervention based on the above indicative program.

2. Transportation Service

A. Resource Speaker Transportation

- One (1) Vehicle transportation for the Resource Speakers from the identified point of origin to the venue and vice versa

B. Participants Transportation

- Four (4) units of van or three (3) units of coaster or one (1) bus (2018 or higher model)
- With comprehensive travel insurance
- Fully air-conditioned, clean, comfortable, presentable, and in good running condition
- Provision of a fire extinguisher, cooler for water/ beverages, umbrellas, and first aid kit
- Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements
- Vehicles should be properly disinfected and sanitized

C. Driver Requirements:

- Must be holder of VALID Professional Driver's License
- With good grooming
- Must wear company ID all throughout the event
- Must submit daily trip ticket available when on/during duty
- Driver should have strong navigation skills
- Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination
- Equipped with GPS or Waze and charge units for phones

Other requirements:

- Submit the following prior to the activity schedule:
  - OR and CR of the BUS to be used
  - List of Drivers and copies of LTO issued Driver's License



- Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one-hour
  - Inclusive of gasoline, parking, toll fees , driver's meals, accommodation, overtime pay and other incidental cost.
3. Venue: Preferably in Batangas, Cavite or Antipolo area
- With natural open space (preferably with grass and trees) to conduct group discussions and activities
  - With facilities and /or amenities for the conduct of wellness activities
  - Medical personnel available in case of emergency
4. Accommodation: 3 star hotel or equivalent type for other accommodation facilities
- Overnight stay for 35 pax; minimum guarantee 25 pax
  - At least double sharing rooms minimum guarantee of 15 rooms
  - Subject to final rooming list before the event
5. Function/ Activity Room
- Provision of function room with dressed tables and chairs that can accommodate 35 pax with proper physical distancing if applicable to proposed wellness activities
  - Provision of one (1) projector and projector screen; PA system with minimum of five (5) wireless microphones; four (4) Easel boards with Easel sheets; four (4) Whiteboard with markers and eraser; Pen and pads; if applicable to proposed wellness activities
  - Provision of electric outlets/extension cord per table/cluster (including the registration and secretariat tables;
  - Registration table;
  - Provision of two (2) TPB secretariat table set-up at the back with three (3) chairs each, one (1) table for the facilitator/guest speaker and one (1) table for TPB secretariat;
  - Designated Wi-fi access within the function/ activity room;
  - Direct LAN port connection and set-up for the TPB technical staff;
6. Food and Beverage: 35 pax
- AM and PM snacks inclusive of one round of drinks/refreshments
  - Managed buffet Lunch and Dinner inclusive of one round of soft drinks or iced tea for beverage
  - Can accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free)
  - Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB
  - Food to be served shall be fresh, hot and ready at least 30 minutes before each meal
  - Drinking water for the participants
  - Free-flowing brewed coffee and tea at the venue/ function room
  - Hot and cold-water dispenser at the venue/ function room
  - Complete set-up for buffet stations with:

- All dinnerware and glassware necessary for the event
  - Waiters/Service personnel clad in clean uniforms
  - Buffet Table with setting
  - Clean linens as specified/required for the event
  - Chairs and tables set-up during breakfast, lunch and dinner
  - Set-up ready one hour before the start of the activities
7. Incidental, other miscellaneous and on-site related expenses amounting to Php15,000.00 supported by an official receipt, acknowledgment receipt, or its equivalent.
8. Designation of at least one (1) point person to facilitate coordination with TPB during the preparation and actual implementation.
- Must be flexible and could adjust immediately to urgent requirements without additional costs to the client.
  - Other arrangements that may be mutually agreed upon by the TPB.

#### **IV. QUALIFICATIONS**

1. Must be owned, legally registered under Philippine laws, and must be in operation for the last three (3) years
2. Bidder must have at least three (3) years of experience in organizing and facilitating similar activities. Must submit a Company Profile

#### **V. ADDITIONAL TECHNICAL REQUIREMENTS:**

1. Valid DOT Accreditation Certificate
2. Submit proposed outline with schedule of wellness activities

#### **VI. PROJECT IMPLEMENTATION SCHEDULE:**

10-12 April 2025

#### **VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract is **SIX HUNDRED FIFTY THOUSAND PESOS ONLY (PhP 650,000.00)** inclusive of all applicable fees and taxes.

#### **VIII. Terms of Payment**

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant fee addressed to:

**ROSSANDRA AMYTHERA Q. CAYAGO**

Acting Head

Personnel and Human Resources Development Division

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

2. Copy of Official Receipt

Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

Submission of the Original copy of Statement of Account / Billing Statement and Official Receipt shall be c/o of the supplier.

#### **IX. CONTRACT DURATION**

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

#### **X. PROJECT OFFICERS CONTACT INFORMATION**

**Karen A. Padolina**

Personnel and Human Resources Development Division

[karen\\_padolina@tpb.gov.ph](mailto:karen_padolina@tpb.gov.ph)

**Lyka Ragot**

Personnel and Human Resources Development Division

[lyka\\_ragot@tpb.gov.ph](mailto:lyka_ragot@tpb.gov.ph)

**Bernadette Kalingag**

Personnel and Human Resources Development Division

[bernadette\\_kalingag@tpb.gov.ph](mailto:bernadette_kalingag@tpb.gov.ph)

**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]*