**Department of Tourism – Region 3**
**Ground Floor, Clark Center Two-2, Clark Center, Jose Abad Santos Avenue,**
**Clark Freeport Zone, Philippines**

# REQUEST FOR QUOTATION

Date: 7 March 2023

RFQ No.: _____

**Company/Business Name:**_____

**Address:** _____

**Business/Mayor's Permit No.:** _____ **TIN:** _____

**PhilGEPS Registration Number (required):** _____

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The Department of Tourism – Region 3, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement – Small Value Procurement for the **Education and Training Services of a Training Provider for the Cultural Community Guides Training in the City of San Fernando, Pampanga** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your best offer for the item/s described herein addressed to:

**MR. ALLEN S. GONZALES**
Chairperson, Bids and Awards Committee
Ground Floor, Clark Center Two-2, Clark Center, Jose Abad Santos Avenue, Clark Freeport Zone, Philippines
Email: dot3bac@tourism.gov.ph
Phone: (045) 499-0497

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative no later than **13 March 2023 at 10:00 AM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award is issued:

| Document | Remarks |
|---|---|
| Copy of 2022 or 2023 Mayor's or Business Permit | In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 or 2023 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment. |
| Notarized Omnibus Sworn Statement (GPPB-Prescribed Form) | GPPB Prescribed Template attached as Annex A |
| Latest Income/Business Tax Return | No Necessary Remarks |

For any clarification, you may contact us at telephone no. or email address provided.

*Bids and Awards Committee Secretariat*

**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. **The use of this RFQ is highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to a deadline extension.

   If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

   In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
3. All mandatory technical specifications (with an asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at dot3bac@tourism.gov.ph.
5. **Quotations, including documentary requirements, received after the deadline shall not be accepted.** For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

**TERMS AND CONDITIONS:**

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, **shall include all taxes, duties, and/or levies payable.**
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DOT Region III shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to **the lowest quotation which complies with the technical specifications**, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DOT Region III. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after delivery of items and services, and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered, within the prescribed delivery period shall be imposed per day of delay. The DOT Region III may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

**ABOUT THE PROJECT**

Name of Project: Cultural Community Guides Training

Location : City of San Fernando, Pampanga

Brief Description:

This program seeks to involve the community in the efforts of promoting and developing our community-based tourism to create opportunities and generate jobs and provide quality service to the tourists.

Approved Budget: **PhP 350,000.00 (TISP Funds)**

Contract Duration: **March 21-28, 2023**

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| ***ITEM NO*** | ***DESCRIPTION*** | ***STATEMENT OF COMPLIANCE*** | | |
|---|---|---|---|---|
| | | *YES* | *NO* | *REMARKS* |
| *1.* | LOGISTICS<br>1. a. Transportation of DOT 3 Staff and Speakers<br>- March 21, 2023 (AC to CSFP to AC)<br>- March 22, 2023 (Manila to CSFP to Manila)<br>- March 23, 2023 (Manila to CSFP to Manila)<br>- March 24, 2023 (Manila to CSFP)<br>- March 28, 2023 (CSFP to Manila)<br><br>1. b. Accommodation of the Speakers<br>- March 24-28, 2023<br>- 1 double room with breakfast and dinner<br><br>1. c. Meals for 45 pax (March 21-28, 2023)<br>- AM Snacks, Lunch, PM Snacks<br><br>1.d. Admin and Secretariat<br>1.e. Training Kits for participants (30 kits containing pens, notebooks, alcohol, face masks, face shields, and tissue/wet wipes)<br>1.f. ID Badges<br>1.g. Tokens for the resource speakers | | | |
| *2.* | Professional fee of the resource persons (recommended by the Department of Tourism-Region III) | | | |
| *3.* | Start -up kits to be distributed to 30 participants after the training (Tourism AID) such as:<br>o Customized Polo Shirts<br>o Dry bags<br>o Caps<br>o Vests<br>o Belt Bags<br>o First Aid Kits | | | |
| *4.* | Submission of Terminal Report 7 days after conduct of training | | | |
| *5.* | Contingency<br>*a.* For other unforeseen expenses necessary for the participation on the event. | | | |

**Please mark with a check (✓) as the Statement of Compliance. Fill out remarks, if necessary.*

**FINANCIAL OFFER:**

| | |
|---|---|
| Approved Budget of Contract: | **Three Hundred Fifty Thousand Pesos (PhP 350,000.00)** |
| Total Offered Quotation: | In Words: |
| | In Figures: |

Note: Any undeliverable item/s from the above list shall be deducted from the billing.

I hereby certify to comply with and deliver all the above requirements.

| _____ | _____ | _____ |
|---|---|---|
| Name of Company/Bidder or Representative | Signature over Printed Name of Bidder | Date |

**Annex A**

# 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]*