

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2019-0271

**REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**PROCUREMENT OF INCENTIVIZED TOUR PACKAGE FOR THE
INFLUENCER MARKETING PROGRAM 2019**

(Please see attached Terms of Reference for more details.)

Approved Budget	: PHP 700,000.00 <i>inclusive of service charge and all applicable taxes</i>
Deadline of Submission of Eligibility Documents and Financial Bid	: 08 October 2019, 05:00PM
Opening of Bid	: 09 October 2019, 02:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, enclosed on a sealed and properly labeled envelope:

Eligibility Documents (1st Envelope)

1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration
2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)

PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

3. Latest Income Tax or Business Tax Return stamped and received by BIR
4. Notarized Omnibus Sworn Statement
5. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable
6. Valid SEC or DTI registration certificate
7. Company Profile
8. Tax Clearance within the last six (6) months preceding the date of BIR submission
9. Valid DOT-accreditation certificate
10. Proof of membership in Philippine Tour Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA) or other travel-related organizations

Financial Bid (2nd Envelope)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

A payment of non-refundable fee of Five Hundred Pesos (Php 500.00) may be paid at the CITEM Cashier Office for the bidding documents.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309 or email at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others: _____

Company Name: _____
 Address: _____
 Contact No.: _____

Date: 3-Oct-19
 RFQ No: 2019-0271

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed and stamped in an envelope and submitted to CITEM BAC.

Schedule of Pre-Bid Conference:	<u>N/A</u>	Time:	<u>N/A</u>	Venue:	<u>N/A</u>
Schedule of Opening of Bids:	<u>09 October 2019</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		Procurement of Incentivized Tour Package for the Influencer		
		re. Influencer Marketing Program 2019 in partnership with the		
		Tourism Promotions Board (TPB)		
		I. AIRFARE		
		A. Influencers		
		HKG-MNL-HKG (business class) x 1 pax		
		12 October - HKG-MNL		
		20 October - MNL-HKG		
		B. Domestic Airfare		
		MNL-ENI-MNL x 1 pax (Influencer)		
		14-16 October		
		MNL-ENI-MNL x 1 pax (Photographer)		
		14-15 October		
		II. ACCOMMODATION		
		Conrad Hotel x 2 nights x 2 rooms (12 October and 16 October)		
		Conrad Hotel x 1 night x 1 room (12 October)		
		El Nido 1 room x 2 nights (water cottage/private villa for influencer)		
		El Nido x 1 room x 2 nights (regular room for TPB) 14-16 October		
		El Nido x 1 room x 2 nights (regular room for Photographer) (14-15 October)		
		III. TRANSPORTATION		
		Van rental x 1 unit x 5 days		
		IV. TOURS AND ACTIVITIES		
		The Farm (overnight) x 2 pax (influencer and photographer)		
		Hotel 1925 (overnight) x 1 pax (TPB)		
		Poblacion Tour 3 pax		
		El Nido Island Hopping x 3 pax		
		Tour Guide x 5 days		

		V. MEALS	
		Lunch and dinner x 5 days x 3 pax (please specify recommended places in El Nido, Manila, Poblacion)	
		VI. ADMINISTRATIVE EXPENSES	
		Travel insurance x 3 pax	
		<i>-- Please see attached Terms of Reference for more details. --</i>	
		Note:	
		• <i>Bidders should submit budget bid proposal per pax basis that reflects the cost of tours, activities, transportations, meals, and airfare. CITEM- or the TPB- initiated request for sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, tour operator will bill CITEM based on actual cost per pax.</i>	
		• <i>Tour activities may still be changed according to the recommendations of TPB and CITEM representatives</i>	
		Approved Budget : <u>Php 700,000.00 inclusive of service charge and all applicable taxes</u>	
		Deadline of Submission of Eligibility Documents	
		& Financial Bid : <u>08 October 2019, 05:00PM</u>	

Terms and Condition:

- 1.) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2.) Bid price must be **Inclusive of Value Added Tax**.
- 3.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5.) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.


ATTY. ANNA GRACE I. MARPURI
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.

Date Submitted

Signature over printed name of the Authorized Company Representative
 Designation: _____
 Telephone no.(s) _____
 E-mail: _____

TERMS OF REFERENCE

Influencer Marketing Program 2019
In Partnership with the Tourism Promotions Board (TPB)
Procurement of Incentivized Tour Package for the Influencer

I. BACKGROUND

The Center for International Trade Expositions (CITEM) partners with the Tourism Promotions Board (TPB) of the Department of Tourism for the success of the Influencer Marketing Program 2019.

The Influencer Marketing Program is designed to tap into the existing community of engaged followers on social media of the chosen international influencers. These influencers are specialists in the niches relevant to these industries: travel, lifestyle design, and fashion. These individuals have influence over an audience in the priority markets of both CITEM and TPB, including: Asia Pacific, US, and UK.

It is designed to increase global awareness about the Philippines being a potential travel and cultural destination by engaging, collaborating, and co-creating content with identified international influencers. The chosen influencers have a strong audience in niches relevant to partner agencies such as travel and tourism, art, design, fashion, and lifestyle.

In this regard, the TPB and CITEM is in need of an incentivized tour package for Ms. Suzy Annetta of Design Anthology on 12-19 October 2019. Design Anthology is Asia's premier interiors, design, architecture and urban living which is published quarterly. An independent publisher, it created the type of magazine which is more focused in its editorial, more sophisticated in tone and cleaner-looking than other design magazines. It provides a reading experience that will transport and inspire its readers.

Each issue features writing of the highest calibre by an international team of experts, accompanied by collections of carefully curated imagery. Its stories bring readers into the homes of aesthetes worldwide, behind the scenes at the best industry events, and up to date with the latest products and projects around the world.

II. SCOPE OF WORK & DELIVERABLES

The TPB and CITEM have invited Ms. Suzy Annetta to visit the Philippines.

Number of pax are broken down as follows:

- o One (1) influencer from Hong Kong
- o One (1) Photographer
- o One (1) TPB personnel (w/o Manila – El Nido – Manila airfare)

TOTAL OF THREE (3) PAX

- *Bidders should submit budget bid proposal per pax basis that reflects the cost of tours, activities, transportations, meals and airfare. CITEM- or the TPB-initiated request for*

sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, tour operator will bill CITEM based on actual cost per pax.

- *Tour activities may still be changed according to the recommendations of TPB and CITEM representatives.*

<p>Ms. Suzy Annetta of Design Anthology (from Hong Kong) 8D/7N</p>	<p><u>Specifications:</u></p> <p>Schedule: 12-19 October 2019 <i>(17-19 October is not part of this incentivized tour. Hence, quotation will only include 12-16 October 2019).</i></p> <p><u>Logistical requirements:</u></p> <ul style="list-style-type: none"> ▪ Roundtrip airfare HKG-MNL-HKG (1 business class) with maximum allowable baggage allowance and must be rebookable ▪ Roundtrip airfare MNL-ENI-MNL (1 influencer) on 14-16 October, roundtrip airfare MNL-ENI-MNL (photographer) 14-15 October - rebookable ▪ DOT-accredited vehicle (van) inclusive of driver, driver's meals, gas, parking fees, toll fees and driver's accommodation: <ul style="list-style-type: none"> ○ airport-hotel-airport transfers in Manila ○ hotel to The Farm at San Benito (overnight) and back ○ around Manila and its environs ○ other activities as needed (such as, pick-up of the TPB/CITEM representative, photographer from home or office) ▪ Room accommodations (to request for early check-in and late check-out as necessary): <ul style="list-style-type: none"> ○ The Farm at San Benito (overnight) for the influencer and photographer on 13 October 2019 (2 rooms only) ○ Hotel 1925 (overnight) for TPB personnel on 13 October 2019. (1 room only) - El Nido – Please provide quotation for Miniloc and Pangulasian Island (preferably in a design/luxury hotel) <ul style="list-style-type: none"> -beach villa for the influencer (1 room) - 2 regular rooms for 1 photographer (14-15 Oct.) and 1 TPB personnel (14-16 Oct.) - Conrad Hotel (Deluxe room) 3 rooms for 12 October and 2 rooms for 16 October ▪ Boat transfers for island hopping
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	<ul style="list-style-type: none"> ▪ Itinerary / activities for proposal of the tour operator for approval of TPB and CITEM. However, there is a draft itinerary provided which will serve as a guide of the tour operator for the incentivized tour package; ▪ Entrance fees or environmental fees during tour (but not limited to) wellness activities at The Farm; El Nido tour and other locations; ▪ Incentivized/Pre-arranged meals all throughout the duration of the tour for Manila and El Nido (with appropriate local entertainment; meals can be outside Miniloc/Pangulasian island for better appreciation of the Philippines which will be subject for approval of TPB and CITEM); Meals should feature local cuisines with minimum of one (1) round of drinks (choice of beer, bottled water, fresh juices or soft drinks) <p><i>**Amount budgeted should not be less than PHP3,000 for lunch and dinner per pax, including am and pm snacks not less than PHP500.00 per pax</i></p> <ul style="list-style-type: none"> ▪ Provision of 1 welcome token in the hotel that is identifiable with the destination (e.g. small cashew / Palawan honey sampler packed in a small jute pouch/bayong/ "tampipi", etc. ▪ Coordination with tour sites ▪ Services of a licensed DOT-accredited local English-speaking Tour Guide ▪ Uniformed tour coordinator ▪ Provision of It's More Fun in the Philippines banner for group picture and appropriate vehicle signage, design/specs will be subject to TPB and CITEM's approval <p><u>Other Amenities/ Travel Essentials:</u></p> <ul style="list-style-type: none"> ▪ Comprehensive travel insurance ▪ Packed breakfast (if needed), snacks on board, cold towels and distilled water ▪ Provision of incentivized tour kit
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	<ul style="list-style-type: none"> ▪ Provision of incentivized tour kit <ul style="list-style-type: none"> -Printed itinerary – preferably on an A5 / brochure size paper -Travel necessities – pocket tissue, wipes, sanitizer/alcohol, mosquito repellent, crackers, mints, fan, disposable hooded raincoat, towellette, etc. ▪ First aid kit on board the vehicle and basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, etc.) ▪ Color-coded luggage tags (3 per pax, per destination) ▪ In case of rain, provision of raincoats and golf umbrellas ▪ Pocket wi-fi – good for 2 pax ▪ Other miscellaneous expenses (e.g. souvenir tokens, sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as need arises <p><i>**Final itinerary for approval of TPB and CITEM</i></p>
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III. ELIGIBILITY REQUIREMENTS

The Travel and Tour Operator:

- Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

Documents to be submitted:

- Valid SEC or DTI registration certificate
- Valid Mayor's Permit
- Company profile, tax clearance within the last six months preceding the date of BIR submission and valid PhilGEPS registration certificate
- Copy of valid DOT-accreditation certificate
- Income Tax Return
- Must be a member of Philippine Tour Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA) or other travel-related organizations
- Must submit valid DOT-accreditation certificate

IV. SPECIAL ADDITIONAL REQUIREMENTS

The Travel and Tour Operator:

- Must be DOT-accredited establishment.
- Must be engaged in the business as travel and tour operator for at least five (5) years at the date and time of the opening of bids.
- Must have at least five (5) years of experience and expertise in inbound (domestic) travel.
- Must have Participated in at least one (1) TPB road shows / Trade Fairs abroad for the past five (5) years.
- With preferably with an account in Landbank.
- Must use/contract hotels and resorts, tour guides, and tourist transport companies that are DOT-accredited and are Deluxe
- Must be willing to provide services on "send-bill" arrangement.
- Must be a member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines. Provided, that the Travel and Tour Operator Association is a member of a reputable international travel association in Southeast Asia.

Transport Service must be:

- DOT – Accredited vehicles
- Inclusive of licensed driver with uniform and company ID, fuel, driver's meals, applicable parking and toll fees
- Inclusive of comprehensive insurance for the passengers

Tour Guide and Tour Coordinator must be:

- Duly licensed and/or accredited by DOT and preferably from known/reputable organization which provides tour guide.
- With at least three (3) years of experience as a tour guide.
- Fluent and conversant in English.
- Knowledgeable and have a strong sense of Philippine history, culture and tradition, art as well as about current events.

V. BUDGET

Bid Price Ceiling is **PHP700,000.00** inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined based on the quality and responsiveness of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget.

The above expense will be charged to the funds that will be transferred by TPB to CITEM intended for the Influencer Marketing Program 2019.

PROCUREMENT OF INCENTIVIZED TOUR PACKAGE FOR THE INFLUENCER

Prepared by:


Ma. Pamela Parra
SP-STIDS, Home Lifestyle Division

Approved by:


Paulina Suaco-Juan
Executive Director

Noted by:


Anna Marie Alzona
DC, Fashion Lifestyle Division


Atty. Anna Grace Marpuri
OIC-DM, Operations Group 1

ITINERARY FORM

Project Name: Influencer Marketing Program

Date: 12-20 October 2019

Venue: Manila/Makati, The Farm at San Benito, El Nido

Date / Time	Activity	Remarks
DAY 1 - 12 October 2019 - Arrival		
1405H	Departure in Hong Kong via CX919	
1630H	Arrival in Manila	
	Proceed to hotel	
	Check-in at Conrad Hotel	
	Freshen-up	
	Dinner at Manila restaurant	
	Back to hotel - Overnight	
DAY 2 - 13 October 2019 - The Farm		
	Breakfast at Conrad Hotel	
0800H	Depart hotel for The Farm at San Benito	
1030H	Arrive at The Farm at San Benito	
	Lunch	
	Activities at The Farm	
	Check-in; the rest of the afternoon is free for leisure	
	Dinner	
	Overnight	
DAY 3 - 14 October 2019 - The Farm - El Nido		
	Breakfast	
0800H	Check-out	
	Lunch along the way	
1200H	Check-in at Terminal 4 for El Nido	
1415H	Depart for El Nido via T6-142	
1535H	Arrival in El Nido	
	Check-in at Miniloc Island Resort or Pangalusian Island	
	The rest of the afternoon is free for leisure	
	Dinner	
	Overnight	
DAY 4 - 15 October 2019 - El Nido		
	Breakfast	
	Island hopping (big lagoon, small lagoon, hidden beach, snake island, etc.)	
	Nacpan Beach	
	Back to hotel	
	Freshen-up	
	Dinner	
	Overnight	
DAY 5 - 16 October 2019 - El Nido to Manila		



	Breakfast	
0700H	Depart Miniloc Island	
	Visit to Kalye Artisanano (Lio Beach, El Nido, Palawan)	
1225H	Depart El Nido for Manila via T6-127	
1345H	Arrival in Manila	
14:30	Check-in hotel	
17:30	Poblacion Tour and Restaurant	
	Back to Hotel	
DAY 6 - 17 October 2019 - Manila FAME		
DAY 7 - 18 October 2019 - Manila FAME		
DAY 8 - 19 October 2019 - Free Day in Manila		
DAY 9 - 20 October 2019 - Manila to Hong Kong via CX 918 Departing at 17:40		

As of: 02 October 2019