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

REQUEST FOR QUOTATION

Date: July 16, 2026
RFQ No.: 2026-014
Company/Business Name: _____
Address: _____
Business/Mayor's Permit No.: _____ TIN: _____

The Department of Tourism – Region 3, through its Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the **PROCUREMENT OF SERVICES OF A GROUND HANDLER FOR THE PHILIPPINE TRAVEL MART 2026** in accordance with Section 34 of the Implementing Rules and Regulation of Republic Act No. 12009.

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
Phone: (045) 499-0497

Bids must be physically submitted or delivered through courier in the address provided.

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 **July 23, 2026 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 2026 Mayor's or Business Permit	2026 Mayor's or Business Permit
Notarized Omnibus Sworn Statement	GPPB Prescribed Template attached as Annex A. Must be notarized upon submission or prior to the issuance of Notice of Award
Latest Income/Business Tax Return	Year 2025
PhilGEPS Registration	PhilGEPS Registration Certificate or Screenshot of PhilGEPS Registration
Accreditation	Bidders/Suppliers shall submit a copy of the valid DOT Accreditation Certificate. In case of unavailability of the certificate, proof of application for renewal shall be provided.
Company Profile with Project Portfolio	Must have handled previous similar projects. Must include mock-ups and actual photos of previous booth designs and concepts.

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, including all required documentary requirements, shall be submitted manually/physically or delivered through courier.**
5. **Quotations, and other documentary requirements, submitted after the prescribed deadline shall not be accepted.**

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
3. Price quotation/s, to be denominated in Philippine peso, **shall include all taxes, duties, and/or levies payable.**
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. 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.
6. Award of contract shall be made to **the lowest quotation which complies with the technical specifications**, requirements and other terms and conditions stated herein.
7. The item/s shall be delivered according to the accepted offer of the bidder.
8. 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.
9. 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.
10. 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 : PHILIPPINE TRAVEL MART 2026

Location : SMX CONVENTION CENTER, PASAY CITY

Brief Description :

The Department of Tourism - Region III will participate in the Philippine Travel Mart 2026 as part of its continuing efforts to promote Central Luzon as a premiere tourism destination. This participation aims to showcase the region's diverse attractions and experiences across culture, heritage, gastronomy, nature, and wellness, while providing a platform to strengthen linkages with tourism stakeholders and markets. By positioning Central Luzon as a hub for sustainable and experience-driven travel, the project seeks to generate increased tourist interest, enhance destination visibility, and contribute to the overall growth and competitiveness of the regional tourism industry.

Approved Budget : Php 475,000.00

Contract Duration : September 3-7, 2026

TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

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.	**PAVILION DESIGN AND FABRICATION**			
	Execution of the physical and technical set-up in accordance with the approved concept and reference pegs, inclusive of manpower, materials, and logistics. - Professional pavilion design mockup congruent with approved concept - Securance of approvals and necessary permits from, and coordination with the PTM organizer - Booth structure (9m x 4m), including wall covers, panels, ceiling, wooden platform, and related components - Lighting and sound system, with complete electrical set-up and wiring (including safety compliance and backup extension units) - Furniture (tables, chairs, storage units, rubbish bins, counters, podiums, shelves, etc.)			

	- Plants and greenery: combination of fresh and artificial (faux) plants for accents - Fixtures and local decorative elements in line with the approved design - Signages and branding elements (logos, panels, directional signs, backlit signage if applicable) - Flooring finish (carpet, vinyl, or other approved surface treatment over platform) - AV equipment (TV screens, LED walls, projectors, if required by the concept) - Booth accessories and styling (table runners, display stands, brochure holders, etc.) - Onsite manpower for installation, technical assistance, maintenance, and dismantling after the event - Logistics and transport of booth materials and equipment to and from the venue - Safety and compliance provisions (fire extinguisher, cable covers, and adherence to venue regulations) Materials may include, but are not limited to: wood, bamboo, glass, acrylic, sintra boards, rubber, metal, textiles, and other approved finishes.			
2.	**BRAND ACTIVATION SETUP**			
	2a. Coverage of co-exhibitor fees for 3 local product or beverage suppliers 2b. Hiring of 2 local DJs or musicians inclusive of controller and complete equipment for 2 days 2c. Custom thermal paper photobooth with unlimited prints for 3 days			
3.	**MARKETING MATERIALS**			
	3a. 300 pcs. brochures, postcards or similar print material in equivalent amounts			
4.	**ACCOMMODATION**			

	4a. 1 Standard single room with breakfast from September 4-6, 2026 (2 nights) for the DOT-III Regional Director at DOT-accredited accommodation facility 4b. 2 Standard twin sharing rooms with breakfast from September 3-7, 2026 (4 nights) for four (4) DOT-III staff at DOT-accredited accommodation facility 4c. 1 Standard twin sharing room with breakfast from September 3-5, 2026 (2 nights) for two (2) DOT-III staff and stakeholders at DOT-accredited accommodation facility			
4.	**MEALS**			
	4a. Lunch for 10 DOT staff and stakeholders (September 3-7, 2026) 4b. Dinner for 10 DOT staff and stakeholders (September 3-6, 2026)			
5.	**TOKENS FOR THE VIPs AND VVIPs**			
	15 Sets of local products of Central Luzon			
5.	**CONTINGENCY AND AGENCY FEES**			
	• Other incidental and on-site expenses • Notarial fees must be on the bidder's account			

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

FINANCIAL OFFER:

Approved Budget of Contract:	**FOUR HUNDRED SEVENTY-FIVE THOUSAND SIX HUNDRED PESOS (Php 475,600.00)**
Total Offered Quotation:	In Words:
	In Figures:

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

I hereby certify complying with and delivering 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]

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]