

## REQUEST FOR QUOTATION

15 August 2023

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

**Quotation No.** TPB-PR.2023.08.188

**PR No.** 8.055

**REQUIREMENTS: Provision, Supply, and Delivery of Catering Services for the 3rd and 4<sup>th</sup> Quarter TPB Townhall Meeting**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
2 LOTS	<p><b>SCOPE AND DELIVERABLES:</b></p> <p>The Tourism Promotions Board (TPB) is seeking for a service provider to handle the provision catering services inclusive of Lunch and PM Snack set with drinks, inclusive of the delivery fee for:</p> <p>Lot 1: 3rd Quarter TPB Townhall Meeting September 4, 2023 TPB premises</p> <p>Lot 2: 4th Quarter TPB Townhall Meeting December 4, 2023 TPB premises</p> <ol style="list-style-type: none"> <li>The service provider must have the capability and resources to provide catering services and deliver them to the TPB Office.</li> <li>Venue: 4F Legaspi Towers 300, Roxas Blvd. Malate Manila</li> <li>190 pax. Minimum guarantee 150 pax. per event</li> <li>Provision of the following meals: <ul style="list-style-type: none"> <li>Managed Buffet inclusive of one round of soda, tea, or fruit juice (minimum of 2 kinds of main course (chicken/beef/pork), 1 soup, 1 vegetable, and 1 dessert)</li> <li>Coffee and Tea station</li> <li>Can Accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</li> </ul> </li> </ol>	<p>PhP150,000.00</p> <p>PhP150,000.00</p>	PhP300,000.00

5. Must submit menu selection at least one (1) week prior to the event for TPB's approval
6. Food served shall be fresh, hot, and ready at least 30 minutes before each meal.
7. All dinnerware and glassware necessary for the event.
8. Designation of uniformed and well-trained banquet service personnel.
9. Set-up ready one hour before the start of the event.

**ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS**

None

**LEGAL REQUIREMENT:**

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Omnibus Sown Statement (**Annex "B"**)
- f. Company profile (New Supplier)

**ATTACHEMENTS:**

- Technical Specification (**Annex "A"**)
- Bidder's Statement of Compliance

**NOTE:**

1. All entries must be typewritten on your company letterhead.
2. Price Validity shall be for a period of thirty (30) calendar days.

**PROJECT IMPLEMENTATION SCHEDULE**

Lot 1: 3rd Quarter TPB Townhall Meeting  
September 4, 2023 TPB premises

Lot 2: 4th Quarter TPB Townhall Meeting  
December 4, 2023 TPB premises

**PAYMENT TERMS AND SCHEDULE:**

Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.

Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder

	<p>bank charges.</p> <p><b>Contact Information – Project Officers</b></p> <p>Karen A. Padolina <a href="mailto:karen_padolina@tpb.gov.ph">karen_padolina@tpb.gov.ph</a></p> <p>Ada Josefina V. Cruz <a href="mailto:ada_cruz@tpb.gov.ph">ada_cruz@tpb.gov.ph</a></p> <p>Diana B. Rosima <a href="mailto:diana_rosima@tpb.gov.ph">diana_rosima@tpb.gov.ph</a></p> <p>Bernadette Kalingag <a href="mailto:bernadette_kalingag@tpb.gov.ph">bernadette_kalingag@tpb.gov.ph</a></p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP300,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [mike\\_solo@tpb.gov.ph](mailto:mike_solo@tpb.gov.ph) and the hard copy of quotation and legal documents in Tourism Promotions Board, 4<sup>th</sup> Floor Legaspi Towers, Vito Cruz Malate Manila not later than **22 August 2023 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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**  
15 August 2023  
 Acting Head, Procurement and General Services Division  
 Administrative Department

Contact Person **MIKE ANTHONY SOLO**  
 Contact No. **(8) 525-7312 local 273**

**TECHNICAL SPECIFICATION**

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	Provision, Supply, and Delivery of Catering Services for the 3rd and 4th Quarter TPB Townhall Meeting	2 Lots	
	<p><b>SCOPE AND DELIVERABLES:</b></p> <p>The Tourism Promotions Board (TPB) is seeking for a service provider to handle the provision catering services inclusive of Lunch and PM Snack set with drinks, inclusive of the delivery fee for:</p> <p>Lot 1: 3rd Quarter TPB Townhall Meeting September 4, 2023 TPB premises</p> <p>Lot 2: 4th Quarter TPB Townhall Meeting December 4, 2023 TPB premises</p> <ol style="list-style-type: none"> <li>1. The service provider must have the capability and resources to provide catering services and deliver them to the TPB Office.</li> <li>2. Venue: 4F Legaspi Towers 300, Roxas Blvd. Malate Manila</li> <li>3. 190 pax. Minimum guarantee 150 pax. per event</li> <li>4. Provision of the following meals: <ul style="list-style-type: none"> <li>• Managed Buffet inclusive of one round of soda, tea, or fruit juice (minimum of 2 kinds of main course (chicken/beef/pork), 1 soup, 1 vegetable, and 1 dessert)</li> <li>• Coffee and Tea station</li> <li>• Can Accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</li> </ul> </li> <li>5. Must submit menu selection at least one (1) week prior to the event for TPB's approval</li> <li>6. Food served shall be fresh, hot, and ready at least 30 minutes before each meal.</li> </ol>		

	<p>7. All dinnerware and glassware necessary for the event.</p> <p>8. Designation of uniformed and well-trained banquet service personnel.</p> <p>9. Set-up ready one hour before the start of the event.</p>		
	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <p>None</p>		
	<p><b>ATTACHEMENTS:</b></p> <ul style="list-style-type: none"> <li>- Technical Specification (<b>Annex "A"</b>)</li> <li>Bidder's Statement of Compliance</li> </ul> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of thirty (30) calendar days.</li> </ol>		
	<p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor's Business Permit</li> <li>c. SEC/DTI Registration Certificate</li> <li>d. BIR Registration /TIN</li> <li>e. Omnibus Sown Statement (<b>Annex "B"</b>)</li> <li>f. Company profile (New Supplier)</li> </ol>		
	<p><b><u>SCHEDULE OF REQUIREMENTS</u></b></p>		
	<p><b>PROJECT TIMELINE/IMPLEMENTATION:</b></p> <p>Lot 1: 3rd Quarter TPB Townhall Meeting September 4, 2023 TPB premises</p> <p>Lot 2: 4th Quarter TPB Townhall Meeting December 4, 2023 TPB premises</p>		
	<p><b>TERMS OF PAYMENT</b></p>		
	<ol style="list-style-type: none"> <li>1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</li> <li>2. The supplier must have a Land bank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a</li> </ol>		

	Land bank account, bank charges will be shouldered by the supplier.		
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I hereby certify to Comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed  
Name of 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]