

October 4, 2023

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2023-10-261  
**PR No.** 10.009


**Requirements :** Services of an Events Management Company for the TPB 2023 Bowlween Activity

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)																											
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>Provision of a venue for the activity with digital/automated ten pin bowling lanes and equipments.</li> <li>Shoe rentals for estimated 157 TPB participants. Payment to be based on actual number of shoes rented.</li> <li>Provision of meals for 157 participants (117 guaranteed no. of participants, confirmation 1 week prior the activity): <table border="1" data-bbox="363 981 1066 1081"> <thead> <tr> <th>AM Snack</th> <th>Lunch</th> <th>PM Snack</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Sandwiches or Pasta</li> <li>Coffee or Juices or Sodas</li> <li>Drinking water</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>1 course meal with dessert</li> <li>Coffee or Juices or Sodas</li> <li>Drinking water</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Sandwiches or Pasta</li> <li>Coffee or Juices or Sodas</li> <li>Drinking water</li> </ul> </td> </tr> </tbody> </table> </li> <li>Provision of at least one (1) facilitator and five (5) marshals to monitor and assist in the conduct of the activity.</li> <li>Provision of collared dri-fit colored shirts, preferably six (6) colors. One (1) color per team with 5 teams with 26 members and 1 team with 27 members.</li> <li>Provision of individual tokens for the winners of each of the following: <table border="1" data-bbox="363 1339 1050 1507"> <thead> <tr> <th>Awards</th> <th>Items</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Champion</td> <td>medals/ small trophies</td> <td>26</td> </tr> <tr> <td>1<sup>st</sup> Runner Up</td> <td>medals/ small trophies</td> <td>26</td> </tr> <tr> <td>2<sup>nd</sup> Runner Up</td> <td>medals/ small trophies</td> <td>26</td> </tr> <tr> <td>Highest Pin Falls Male</td> <td>medal/ small trophy</td> <td>1</td> </tr> <tr> <td>Highest Pin Falls Female</td> <td>medal/ small trophy</td> <td>1</td> </tr> <tr> <td>Best in Halloween Costume</td> <td>medal/ small trophy</td> <td>1</td> </tr> </tbody> </table> </li> </ol> <p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>Company Profile (for new bidder)</li> <li>Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A"</li> <li>List of handled events and activities within the past three (3) years</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's Permit</li> <li>Income/Business Tax Return</li> <li>SEC/DTI/CDA Certificate of Registration</li> <li>Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol>	AM Snack	Lunch	PM Snack	<ul style="list-style-type: none"> <li>Sandwiches or Pasta</li> <li>Coffee or Juices or Sodas</li> <li>Drinking water</li> </ul>	<ul style="list-style-type: none"> <li>1 course meal with dessert</li> <li>Coffee or Juices or Sodas</li> <li>Drinking water</li> </ul>	<ul style="list-style-type: none"> <li>Sandwiches or Pasta</li> <li>Coffee or Juices or Sodas</li> <li>Drinking water</li> </ul>	Awards	Items	Quantity	Champion	medals/ small trophies	26	1 <sup>st</sup> Runner Up	medals/ small trophies	26	2 <sup>nd</sup> Runner Up	medals/ small trophies	26	Highest Pin Falls Male	medal/ small trophy	1	Highest Pin Falls Female	medal/ small trophy	1	Best in Halloween Costume	medal/ small trophy	1		PhP650,000.00
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	<p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications Annex "A"</li> <li>2. Notarized Revised Omnibus Sworn Statement Annex "B"</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 <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP650,000.00 inclusive of all applicable taxes.		<b>PhP650,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) not later than **10 October 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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**  
04 October 2023  
 Acting Head, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo  
 Contact number: 02 8525 – 7312 loc. 278

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
SERVICES OF AN EVENTS MANAGEMENT COMPANY FOR THE TPB 2023 BOWLOWEEN ACTIVITY  
TPB-RFQ 2023-10-261**

Bidder must state here either “Comply” or “Not Comply” against each of the individual parameters of each specification.

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<b>Terms of Payment</b>																							
1.	Must be willing to accept send bill arrangement with the Tourism Promotions Board.																						
2.	Payment will be based on the actual cost.																						
3.	Payment term is thirty (30) working days upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.																						
4.	<p>The following documents should be submitted by the winning bidder for the processing of payment:</p> <ul style="list-style-type: none"> <li>• Copy of Official Receipt</li> <li>• Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:</li> </ul> <p><b>KAREN A. PADOLINA</b> Acting Head Personnel and Human Resources Development Division Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> <p><i><b>Note:</b> Original copy of Statement of Account / Billing Statement and Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.</i></p>																						
5.	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.																						

**DURATION OF THE CONTRACT**

1.	The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	
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I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date

**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]*