

November 13, 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023-11-301
PR No. 11.024

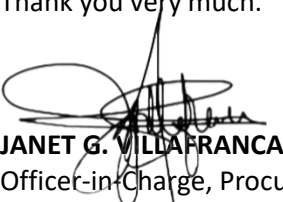
Requirements : **Service Provider for the Provision of TPB 2023 Noche Buena Packs**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <ol style="list-style-type: none"> The supplier must have the capability and resources to secure food items and package them appropriately in individual bags with a list of items attached to every bag. Each Noche Buena food pack shall contain the items in Annex A and packed with distinction as follows: <ul style="list-style-type: none"> PhP5,300.00 worth – 169 packs PhP3,000.00 worth – 26 packs Indicative total: 195 packs <i>Note: Quotation shall be per food pack plus cost of other fees and applicable taxes. Final quantity of food packs shall be confirmed at least 5 days before the scheduled delivery.</i> The supplier shall ensure delivery to the TPB office on or before project implementation schedule. Food items as itemized in Annex A and must have a best date/expiration date of at least six (6) months except for dairy items, from the date of delivery. Alternative food items may be proposed in the quotation subject to the approval of TPB. The supplier shall ensure the availability of the food items individually packed within the delivery period. The supplier shall assign at least two (2) persons-in-charge of pre-delivery and delivery preparations who will coordinate with TPB. The supplier shall coordinate with TPB for the delivery arrangement to the TPB office within 5 days from the receipt of the Notice to Proceed (NTP). <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> Company Profile (for new bidder) Accomplished Statement of Technical Compliance to the Technical Specifications Annex “B” <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> PhilGEPS Registration Certificate Business/Mayor’s Permit 		PhP1,000,000.00

	3. Income/Business Tax Return 4. SEC/DTI Certificate of Registration 5. Notarized Revised Omnibus Sworn Statement Annex "B" ATTCHMENTS: 1. 2023 Noche Buena Food Packs Breakdown Annex "A" 2. Statement of Compliance to the Technical Specifications Annex "B" 3. Notarized Revised Omnibus Sworn Statement Annex "C" NOTE: 1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
Delivery	Initial: 08 December 2023 Final: 14 December 2023 Note: Will be delivered in TPB Office		
ABC	The Approved Budget for the Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes.		PhP1,000,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **20 November 2023 at 12:00 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.



JANET G. VILLAFRANCA
Officer-in-Charge, Procurement and General Services Division

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

2023 NOCHE BUENA FOOD PACKS

PROPOSED ITEMS (A)		REGULAR/ JO / COA			JANITOR AND SECURITY				
Rice	long-grain variety of fragrant rice	1	5 kg	388.00	388.00	1	5 kg	388.00	388.00
Ham	trimmed from premium pork shoulder or ham leg	1	1kg	585.00	585.00	1	1kg	585.00	585.00
Canned Pork and Ham	precooked canned meat product	3	340 grams	216.50	649.50	1	340 grams	216.50	216.50
Spaghetti Pasta	Pinoy Style Spaghetti	1	900 grams	110.75	110.75	1	900 grams	110.75	110.75
Pasta Lasagna	dry penne pasta	1	454 grams	119.75	119.75				
Spaghetti Sauce	Filipino Style	2	1kg	91.50	183.00	1	1kg	91.50	91.50
Cheddar Cheese	original natural cheese	1	430 grams	147.00	147.00	1	430 grams	147.00	147.00
Elbow Macaroni	dry pasta shaped like narrow tubes	1	1kg	123.50	123.50	1	1kg	123.50	123.50
Mayonaise	salad dressing in pouch	1	470 ml	198.75	198.75				
Fruit Cocktail	well balanced mix of high-quality premium fruits	2	822 grams	91.00	182.00	1	822 grams	91.00	91.00
Condensed Milk	sweetened thick and gloppy milk	2	370 grams	55.25	110.50	2	370 grams	55.25	110.50
All Purpose Cream	cream-based savory dishes and desserts, dips , etc.	2	250ml	68.00	136.00	2	250ml	68.00	136.00
Graham Crackers	sweet flavored cracker made with graham flour	2	210 grams	45.50	91.00	1	210 grams	45.50	45.50
Chopped Ham	canned chopped ham, fully cooked and ready to eat	2	454 grams	379.00	758.00	1	454 grams	379.00	379.00
Chocolate Packed Drink	delicious hot chocolate mixes made with fresh milk and cocoa	1	10 pcs	150.00	150.00	1	10 pcs	150.00	150.00
3 in 1 Regular Coffee Mix	complete mix of coffee, creamer and sugar (20 x 20g)	1	20 sachet	203.00	203.00				
Chocolates / Classic	white Foil Milk Chocolate Candy	1	226 grams	272.75	272.75				
Chocolate and Hazelnut Spread	brown, sweetened hazelnut cocoa spread	1	350 grams	293.00	293.00				
Corned Beef	canned ready to eat corned beef with chunks	2	210 grams	101.00	202.00	1	210 grams	101.00	101.00
Stackable Potato-based Chips	original potato crisps snack stacks	2	134 gram	105.75	211.50	1	149 gram	105.75	105.75
Assorted Candies	chocolate mixed delights, individually wrapped	2	packs	150.00	150.00	2	packs	150.00	150.00
Grocery Bag	reusable bags on hand to carry food pack purchases			40.00	40.00			40.00	40.00
<i>total No. of Items per Grocery Bag</i>		32			5,305.00	19			2,971.00

Regular - 108
JO - 48
COA - 4
Medical Consultant - 1
Newly Hired Employees as of 4 Dec. 2023 - 8

169	896,545.00	Janitor 14 / Security 12	26	77,246.00
<i>Other Charges, Price Adjustments & Applicable Fees</i>				
TOTAL		1,000,000.00		
		195		

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICE PROVIDER FOR THE PROVISION OF TPB 2023 NOCHE BUENA FOOD PACKS
TPB-RFQ 2023-11-301**

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

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)										
1.	The supplier must have the capability and resources to secure food items and package them appropriately in individual bags with a list of items attached to every bag.											
2.	Each Noche Buena food pack shall contain the items in Annex A and packed with distinction as follows: <ul style="list-style-type: none"> • PhP5,300.00 worth – 169 packs • PhP3,000.00 worth – 26 packs Indicative total: 195 packs Note: Quotation shall be per food pack plus cost of other fees and applicable taxes. Final quantity of food packs shall be confirmed at least 5 days before the scheduled delivery.											
3.	The supplier shall ensure delivery to the TPB office on or before project implementation schedule.											
4.	Food items as itemized in Annex A and must have a best date/expiration date of at least six (6) months except for dairy items, from the date of delivery. Alternative food items may be proposed in the quotation subject to the approval of TPB.											
5.	The supplier shall ensure the availability of the food items individually packed within the delivery period.											
6.	The supplier shall assign at least two (2) persons-in-charge of pre-delivery and delivery preparations who will coordinate with TPB.											
7.	The supplier shall coordinate with TPB for the delivery arrangement to the TPB office within 5 days from the receipt of the Notice to Proceed (NTP).											
Indicative Project Implementation Schedule												
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Project Implementation Schedule</th> <th style="text-align: center;">Timeline</th> </tr> </thead> <tbody> <tr> <td>Initial Delivery to the TPB Office</td> <td style="text-align: center;">08 December 2023</td> </tr> <tr> <td>Final Delivery to the TPB Office</td> <td style="text-align: center;">14 December 2023</td> </tr> </tbody> </table>	Project Implementation Schedule	Timeline	Initial Delivery to the TPB Office	08 December 2023	Final Delivery to the TPB Office	14 December 2023					
Project Implementation Schedule	Timeline											
Initial Delivery to the TPB Office	08 December 2023											
Final Delivery to the TPB Office	14 December 2023											
Terms of Payment												
1.	Payment will be on a send-bill arrangement based on the tranches below. Each payment shall be equivalent to the corresponding services completed and accepted by the agency. The payment schedule shall be as follows: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Milestone of Service</th> <th style="text-align: center;">Percentage Payment</th> </tr> </thead> <tbody> <tr> <td>Upon Issuance of Purchase Order (PO)</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>Upon Initial Delivery to the TPB Office</td> <td style="text-align: center;">30%</td> </tr> <tr> <td>Upon Full Delivery to the TPB Office</td> <td style="text-align: center;">50%</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	Milestone of Service	Percentage Payment	Upon Issuance of Purchase Order (PO)	20%	Upon Initial Delivery to the TPB Office	30%	Upon Full Delivery to the TPB Office	50%	Total	100%	
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Upon Issuance of Purchase Order (PO)	20%											
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Upon Full Delivery to the TPB Office	50%											
Total	100%											
2.	Payment will be based on the actual costing and billing statement should cover all applicable fees and proof of delivery.											
3.	Suppliers are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, the supplier will shoulder the bank charges indicated in the SOA as administrative cost within the ABC.											
Contact Duration												
1.	The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.											

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]

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]