

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 2023-11-305
PR No. 11.055

Requirements : **Service Provider for Food and Beverage with Venue Styling and Photo and Video Documentation for the A Halal Journey Through Filipino – Malaysian Flavors**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <ol style="list-style-type: none"> Assist TPB in the management, and implementation of the Event Styling with food and beverage for the Philippine and Malaysian tourism stakeholders and VIPs as required for the A Halal Journey Through Filipino – Malaysian Flavors hosted dinner. Create a competent team, with a minimum experience of three (3) years, who shall coordinate with the TPB and Malaysian Embassy and oversee the venue styling, technical requirements (sound and audio-visual) if any, and other requirements of the hosted dinner. The Service Provider shall source the appropriate personnel required to implement the overall program scenario for the Hosted Dinner which should include, but not limited to the following: <ul style="list-style-type: none"> Project Coordinator; Venue stylist; Technical Personnel; Bartender; Wait staff; Event photographer; and Others as may be necessary <p>Note: Winning bidder must submit a templated Curriculum Vitae of each personnel assigned to the project upon receipt of Notice of Award.</p> Over-all venue décor and execution for the hosted dinner to include, but not limited to: <ul style="list-style-type: none"> Decorations and set-up (as needed) Installation, enhancement, and styling of the venues to include (but not limited to) the following: <ul style="list-style-type: none"> TV/LCD display video wall screen Venue enhancement and styling Tables, chairs, plates, and cutlery Printing of menu and Title Cards Provide the following requirements for the venue styling setup and installation of all physical and 		PhP500,000.00

	<p>technical requirements, to include, but not be limited to the following:</p> <ul style="list-style-type: none"> • Audio-Visual and Lighting System (speakers, microphones, etc.) • LCD projector and screen (as needed) • Appropriate cables and video adapters (VGA, HDMI, etc.) • Other Technical requirements of the Secretary, TPB COO and Malaysian Ambassador for their speeches. <p>5. The Service Provider shall also engage the services of a Filipino chef to collaborate with the Malaysian chef to be invited/selected by the Embassy of Malaysia in the preparation of the menu and take the lead in the preparation of the meals during the hosted dinner event. Selection of Filipino chefs shall be for the approval of TPB Management;</p> <p>6. Provide food and beverages for all hosted dinner Philippine and Malaysian stakeholders, VIPs, and media (maximum of 40 pax), following the theme of the hosted dinner and approved menu of TPB and Malaysian Embassy;</p> <p>7. Provide all hosted dinner attendees/participants with sample Halal Food ingredients for Do-It-Yourself Halal Food Make-at-Home Kit, subject to final approval of TPB;</p> <p>8. Provide 30 packed meals for the event staff during ingress and egress of the hosted dinner;</p> <p>9. Coordinate with the TPB officers to secure recordings of the messages of key officials or other speakers' messages should the need arise;</p> <p>10. Document in video and photo formats all events and show presentation for submission to TPB saved in an external hard drive;</p> <p>11. Submit end reports, photos and videos to TPB after the event;</p> <p>12. The TPB shall have full ownership of all the data gathered and presented (both in hard and soft copy files) from the event;</p> <p>13. All records are regarded as confidential and therefore will not be divulged to any third party without prior written approval of TPB. The TPB has the right to request sight of, and copies of any and all records kept, on the provision that the company is given reasonable notice of such a request;</p> <p>14. Ensure the privacy and security of any and all confidential, privileged personal information, and/or sensitive personal information that they may have access to, and shall store, use process and dispose of the said privileged personal information and/or sensitive personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations.</p>		
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	<p>15. All assigned personnel should be fully COVID-19 vaccinated with at least one booster.</p> <p>16. Any deviation/ changes to be made/ implemented in the deliverables listed in the scope of services will be subject to the approval of TPB as long as it is within the ABC;</p> <p>17. Winning bidder must submit their complete Proposed Venue Styling upon receipt of the Notice of Award, subject to final approval of TPB.</p> <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A" 3. List of at least three (3) similar completed projects <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. BIR Certificate of Registration 4. SEC/DTI Certificate of Registration 5. Notarized Revised Omnibus Sworn Statement Annex "B" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications Annex "A" 2. Notarized Revised Omnibus Sworn Statement Annex "B" <p>NOTE:</p> <ol style="list-style-type: none"> 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	<p>Date: 28 November 2023</p> <p>Venue: The Malaysian Ambassador's Residence, Makati</p> <p>Time: 05:30 PM-09:30 PM</p>		
ABC	The Approved Budget for the Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes.		PhP500,000.00

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. VILAFRANCA
 Officer-in-Charge

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
SERVICE PROVIDER FOR FOOD AND BEVERAGE WITH VENUE STYLING AND PHOTO AND VIDEO DOCUMENTATION FOR
THE A HALAL JOURNEY THROUGH FILIPINO – MALAYSIAN FLAVORS
TPB-RFQ 2023-11-305**

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.	Assist TPB in the management, and implementation of the Event Styling with food and beverage for the Philippine and Malaysian tourism stakeholders and VIPs as required for the A Halal Journey Through Filipino – Malaysian Flavors hosted dinner.	
2.	<p>Create a competent team, with a minimum experience of three (3) years, who shall coordinate with the TPB and Malaysian Embassy and oversee the venue styling, technical requirements (sound and audio-visual) if any, and other requirements of the hosted dinner. The Service Provider shall source the appropriate personnel required to implement the overall program scenario for the Hosted Dinner which should include, but not limited to the following:</p> <ul style="list-style-type: none"> • Project Coordinator; • Venue stylist; • Technical Personnel; • Bartender; • Wait staff; • Event photographer; and • Others as may be necessary <p>Note: Winning bidder must submit a templated Curriculum Vitae of each personnel assigned to the project upon receipt of Notice of Award.</p>	
3.	<p>Over-all venue décor and execution for the hosted dinner to include, but not limited to:</p> <ul style="list-style-type: none"> • Decorations and set-up (as needed) • Installation, enhancement, and styling of the venues to include (but not limited to) the following: <ul style="list-style-type: none"> - TV/LCD display video wall screen - Venue enhancement and styling • Tables, chairs, plates, and cutlery • Printing of menu and Title Cards 	
4.	<p>Provide the following requirements for the venue styling setup and installation of all physical and technical requirements, to include, but not be limited to the following:</p> <ul style="list-style-type: none"> • Audio-Visual and Lighting System (speakers, microphones, etc.) • LCD projector and screen (as needed) • Appropriate cables and video adapters (VGA, HDMI, etc.) • Other Technical requirements of the Secretary, TPB COO and Malaysian Ambassador for their speeches. 	
5.	The Service Provider shall also engage the services of a Filipino chef to collaborate with the Malaysian chef to be invited/selected by the Embassy of Malaysia in the preparation of the menu and take the lead in the preparation of the meals during the hosted dinner event. Selection of Filipino chefs shall be for the approval of TPB Management;	

6.	Provide food and beverages for all hosted dinner Philippine and Malaysian stakeholders, VIPs, and media (maximum of 40 pax), following the theme of the hosted dinner and approved menu of TPB and Malaysian Embassy;	
7.	Provide all hosted dinner attendees/participants with sample Halal Food ingredients for Do-It-Yourself Halal Food Make-at-Home Kit, subject to final approval of TPB;	
8.	Provide 30 packed meals for the event staff during ingress and egress of the hosted dinner;	
9.	Coordinate with the TPB officers to secure recordings of the messages of key officials or other speakers' messages should the need arise;	
10.	Document in video and photo formats all events and show presentation for submission to TPB saved in an external hard drive;	
11.	Submit end reports, photos and videos to TPB after the event;	
12.	The TPB shall have full ownership of all the data gathered and presented (both in hard and soft copy files) from the event;	
13.	All records are regarded as confidential and therefore will not be divulged to any third party without prior written approval of TPB. The TPB has the right to request sight of, and copies of any and all records kept, on the provision that the company is given reasonable notice of such a request;	
14.	Ensure the privacy and security of any and all confidential, privileged personal information, and/or sensitive personal information that they may have access to, and shall store, use process and dispose of the said privileged personal information and/or sensitive personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations.	
15.	All assigned personnel should be fully COVID-19 vaccinated with at least one booster.	
16.	Any deviation/ changes to be made/ implemented in the deliverables listed in the scope of services will be subject to the approval of TPB as long as it is within the ABC;	
17.	Winning bidder must submit their complete Proposed Venue Styling upon receipt of the Notice of Award, subject to final approval of TPB.	

Indicative Project Implementation Schedule

1.	Date: 28 November 2023 Venue: The Malaysian Ambassador's Residence, Makati Time: 05:30 PM-09:30 PM		
	HOSTED DINNER PROGRAM		
	TIME	ACTIVITY	
	05:30 PM	Arrival of guests	
	06:00-07:00 PM	Cocktails	
	07:00-07:05 PM	Welcome Remarks by TPB COO Maria Margarita Montemayor Nograles	
	07:05-07:10 PM	Message by the Malaysian Ambassador Abdul Malik Melvin Castelino	
	07:10-07:15 PM	Message by the DOT Secretary Ma. Esperanza Christina Garcia Frasco	
	07:30-09:20 PM	Dinner proper	
9:30PM	End of Hosted Dinner		

Terms of Payment

1.	100% Full payment after the event and full accomplishment of the entertainment package and submission of terminal report and event documentation.	
2.	The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.	
3.	Send the bill of actual expenses to the TOURISM PROMOTIONS BOARD addressed to COO MARIA MARGARITA MONTEMAYOR NOGRALES – ATTN: MS. MARIVIC M. SEVILLA after the completion of services and submission of required supporting documents to facilitate payment.	

	<p>The Billing Statement should reflect actual cost with detailed breakdown of all the items covering all expenditures to include, but not limited to:</p> <ul style="list-style-type: none"> • Management fee • Professional fees if necessary; • Logistics cost (Ingredients as required for the hosted dinner, décor, transportation, meals for event staff, etc.); and • Technical equipment costs. 	
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]