

November 22, 2023

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2023-11-330  
**PR No.** 11.095

**Requirements :** **Services of a Tour Operator for the Networking Dinner of the New Philippine Airlines Cebu-Laoag Flight**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>CATERING/FOOD &amp; BEVERAGE WITH VENUE RENTAL</b></p> <p>1. Catering/Food and Beverage</p> <ul style="list-style-type: none"> <li>- Provision for food and beverage requirements for 150 pax</li> <li>- Should have curated menu selections and must include: 1 salad, 1 soup, 3 entrees, 1 pasta dish or vegetable dish, rice, 2 desserts, 1 round of drinks (soda or iced tea); menu is subject to TPB's approval</li> <li>- Should be a themed managed buffet dinner set-up</li> <li>- Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel, standby waiters for all VIP tables, and a dedicated point person to attend to all arrangements</li> <li>- Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)</li> <li>- With free-flowing coffee/tea/water</li> </ul> <p>2. Venue Rental</p> <ul style="list-style-type: none"> <li>- Venue should include tables with proper skirting and chair set-up with center-piece</li> <li>- Venue should comfortably accommodate 150 pax with 10% buffer.</li> <li>- Venue should be exclusive for 6 hours, inclusive of ingress and egress</li> <li>- Venue should have basic lights and sounds system, provision of 1 projector and screen, and Wi-Fi or LAN cable connection</li> <li>- Venue should be able to provide holding room or events lounge</li> </ul> <p><b>PROGRAM SOUVENIR</b></p> <p>1. Provision of 150 travel pouches</p>		PhP663,500.00

2. Travel Pouch: Transparent, 10" x 6" size, with "PHILIPPINES" embossed in front
3. Packaging: Canvass, with "Love the Philippines" branding



**LOGISTICAL REQUIREMENT OF 2 – 3 TPB PERSONNEL**

1. MNL-CEB-MNL air tickets with 20kg baggage allowance and inclusive of other taxes and applicable charges. It should be rebookable and refundable
2. Provision of van rental with driver for 3 days (Mactan Airport-Mandaue City and around). Rates is already inclusive of vehicle rate, gasoline, toll fees, parking fees, entry passes, permits, comprehensive insurance, driver's fee, meals, accommodation (if needed), overtime fees, comprehensive insurance, communication expenses, and other expenses.
3. Maximum of 2 room accommodation on single/twin sharing inclusive of daily breakfast. Preferably near the venue of the Networking Dinner
4. Provision of meals for TPB personnel amounting to PhP1,500.00/pax/day
5. Provision of onsite-related expenses amounting to PhP10,000.00. Actual cost should reflect in the billing

**TECHNICAL REQUIREMENTS:**

1. Company Profile (for new bidder)
2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A"
3. DOT Accreditation Certificate
4. List of at least three (3) handled similar project within the past three (3) years (2020 – 2022)

**LEGAL REQUIREMENTS:**

1. PhilGEPS Registration Certificate
2. Business/Mayor's Permit
3. Income/Business Tax Return
4. SEC/DTI Certificate of Registration
5. Notarized Revised Omnibus Sworn Statement Annex "B"

**ATTCHMENTS:**

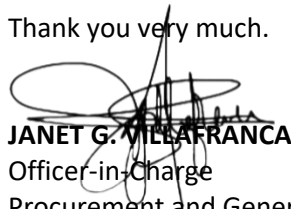
1. Statement of Compliance to the Technical Specifications Annex "A"
2. Notarized Revised Omnibus Sworn Statement Annex "B"

	<b>NOTE:</b> 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		
ABC	The Approved Budget for the Contract (ABC) is PhP663,500.00 inclusive of all applicable taxes.		<b>PhP663,500.00</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 **28 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

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
SERVICES OF A TOUR OPERATOR FOR THE NETWORKING DINNER OF THE NEW PHILIPPINE AIRLINES CEBU-LAOAG  
FLIGHT  
TPB-RFQ 2023-11-330**

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)
<b>Catering/Food &amp; Beverage with Venue Rental</b>		
1.	Catering/Food and Beverage <ul style="list-style-type: none"> <li>• Provision for food and beverage requirements for 150 pax</li> <li>• Should have curated menu selections and must include: 1 salad, 1 soup, 3 entrees, 1 pasta dish or vegetable dish, rice, 2 desserts, 1 round of drinks (soda or iced tea); menu is subject to TPB's approval</li> <li>• Should be a themed managed buffet dinner set-up</li> <li>• Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel, standby waiters for all VIP tables, and a dedicated point person to attend to all arrangements</li> <li>• Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)</li> <li>• With free-flowing coffee/tea/water</li> </ul>	
2.	Venue Rental <ul style="list-style-type: none"> <li>• Venue should include tables with proper skirting and chair set-up with center-piece</li> <li>• Venue should comfortably accommodate 150 pax with 10% buffer.</li> <li>• Venue should be exclusive for 6 hours, inclusive of ingress and egress</li> <li>• Venue should have basic lights and sounds system, provision of 1 projector and screen, and Wi-Fi or LAN cable connection</li> <li>• Venue should be able to provide holding room or events lounge</li> </ul>	
<b>Program Souvenir</b>		
1.	Provision of 150 travel pouches	
2.	Travel Pouch: Transparent, 10" x 6" size, with "PHILIPPINES" embossed in front	
3.	Packaging: Canvass, with "Love the Philippines" branding	
4.		
<b>LOGISTICAL REQUIREMENT OF 2 – 3 TPB PERSONNEL</b>		
1.	MNL-CEB-MNL air tickets with 20kg baggage allowance and inclusive of other taxes and applicable charges. It should be rebookable and refundable	

2.	Provision of van rental with driver for 3 days (Mactan Airport-Mandaue City and around). Rates is already inclusive of vehicle rate, gasoline, toll fees, parking fees, entry passes, permits, comprehensive insurance, driver's fee, meals, accommodation (if needed), overtime fees, comprehensive insurance, communication expenses, and other expenses.	
3.	Maximum of 2 room accommodation on single/twin sharing inclusive of daily breakfast. Preferably near the venue of the Networking Dinner	
4.	Provision of meals for TPB personnel amounting to PhP1,500.00/pax/day	
5.	Provision of onsite-related expenses amounting to PhP10,000.00. Actual cost should reflect in the billing	
<b>Indicative Project Implementation Schedule</b>		
1.	<b>Project:</b> Networking Dinner of the New Philippine Airlines Cebu-Laoag Flight <b>Date:</b> 11 December 2023 (Indicative date) <b>Venue:</b> Cebu City	
<b>Terms of Payment</b>		
1.	Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB) based on actual cost.	
2.	Full payment within thirty (30) working days upon receipt of Statement of Account (SOA) or Billing with completion of the requirements stipulated in the technical specifications.	
3.	The supplier is encouraged to have a Landbank account. Payment will be through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.	
<b>Contract Duration</b>		
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]***

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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]*