

**REQUEST FOR QUOTATION**

January 15, 2024

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

**Quotation No.** TPB-PR.2024-01-007

**PR No.** 2024.01.003

**REQUIREMENTS: Service Provider for the Birthday Cake of the TPB Personnel for the Period of 2<sup>nd</sup> to 4<sup>th</sup> Quarter of 2024 and 1<sup>st</sup> Quarter of 2025 (163 Pieces)**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																																																
163 Pieces	<p><b>Scope of Work and Deliverables:</b></p> <p><b>Service Provider for the Birthday Cake of the TPB Personnel for the Period of 2<sup>nd</sup> to 4<sup>th</sup> Quarter of 2024 and 1<sup>st</sup> Quarter of 2025</b></p> <p>Brand : Preferably cakes from Conti's Bakeshop or other brands with same price range to be specified in the proposal for approval of the TPB</p> <p>Size : Regular Round 8x7"</p> <p>Flavor : Preferably Sans Rival, Almond Choco Sans Rival, Moist Chocolate or other flavor for approval of TPB</p> <p>Dedication/ Cake topper : "Happy Birthday from TPB Family"</p> <p>Breakdown :</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th colspan="2">2024</th> <th colspan="2">2025</th> </tr> <tr> <th>MONTH</th> <th>QUANTITY</th> <th>MONTH</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr> <td>April</td> <td>11</td> <td>January</td> <td>18</td> </tr> <tr> <td>May</td> <td>8</td> <td>February</td> <td>17</td> </tr> <tr> <td>June</td> <td>17</td> <td>March</td> <td>8</td> </tr> <tr> <td>July</td> <td>18</td> <td>*Provision for newly hired</td> <td>10</td> </tr> <tr> <td>August</td> <td>11</td> <td></td> <td></td> </tr> <tr> <td>September</td> <td>19</td> <td></td> <td></td> </tr> <tr> <td>October</td> <td>10</td> <td></td> <td></td> </tr> <tr> <td>November</td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>December</td> <td>11</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>163</b></td> <td></td> </tr> </tbody> </table>	2024		2025		MONTH	QUANTITY	MONTH	QUANTITY	April	11	January	18	May	8	February	17	June	17	March	8	July	18	*Provision for newly hired	10	August	11			September	19			October	10			November	5			December	11			<b>TOTAL</b>		<b>163</b>		PhP1,411.04	PhP230,000.00
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	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS: N/A</b></p>		
	<p><b>ATTACHEMENTS:</b></p> <ul style="list-style-type: none"> <li>Technical Specification (<b>Annex "A"</b>)</li> </ul> <p>Bidder's Statement of Compliance</p> <ul style="list-style-type: none"> <li>Omnibus Sworn Statement Notarized (<b>Annex "B"</b>)</li> </ul> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>All entries must be typewritten on your company letterhead.</li> <li>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>PhilGEPS Certificate</li> <li>Mayor's Business Permit</li> <li>SEC/DTI Registration Certificate</li> <li>Income/Business Tax Return</li> <li>Omnibus Sworn Statement Notarized (<b>Annex "B"</b>)</li> <li>Company profile (<b>New Supplier</b>)</li> </ol>		
	<p><b>PROJECT TIMELINE/IMPLEMENTATION:</b></p> <ul style="list-style-type: none"> <li>2<sup>nd</sup> Quarter to 4<sup>th</sup> Quarter of 2024 – 1<sup>st</sup> Quarter of 2025</li> </ul>		
	<p><b>PAYMENT TERMS AND SCHEDULE:</b></p> <p>Payment will be on a send-bill arrangement to be settled within Sixty (60) calendar days upon receipt of billing of statement.</p>		

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	<p>Please send the billing statement to:  <b>MARIA MARGARITA MONTEMAYOR NOGRALES</b>  Chief Operating Officer  Tourism Promotions Board Philippines  4/F Legaspi Towers 300, Roxas Boulevard, Manila  1104</p> <p>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>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 bank charges.</p>										
ABC	Approved Budget for Contract (ABC) is <b>Two Hundred Thirty Thousand Pesos Only</b> (Php230,000.00) 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 January 2024 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**  
16 January 2024  
AH, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**MIKE ANTHONY SOLO**  
(8) 525-7312 local 266

**Quotation No.** TPB-PR.2024.01.007  
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**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.	<p><b>Service Provider for the Birthday Cake of the TPB Personnel for the Period of 2<sup>nd</sup> to 4<sup>th</sup> Quarter of 2024 and 1<sup>st</sup> Quarter of 2025</b></p> <p>Brand : Preferably cakes from Conti's Bakeshop or other brands with same price range to be specified in the proposal for approval of the TPB</p> <p>Size : Regular Round 8x7"</p> <p>Flavor : Preferably Sans Rival, Almond Choco Sans Rival, Moist Chocolate or other flavor for approval of TPB</p> <p>Dedication/ Cake topper : "Happy Birthday from TPB Family"</p> <p>Breakdown :</p> <table border="1"> <thead> <tr> <th colspan="2">2024</th> <th colspan="2">2025</th> </tr> <tr> <th>MONTH</th> <th>QUANTITY</th> <th>MONTH</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr> <td>April</td> <td>11</td> <td>January</td> <td>18</td> </tr> <tr> <td>May</td> <td>8</td> <td>February</td> <td>17</td> </tr> <tr> <td>June</td> <td>17</td> <td>March</td> <td>8</td> </tr> <tr> <td>July</td> <td>18</td> <td>*Provision for newly hired</td> <td>10</td> </tr> <tr> <td>August</td> <td>11</td> <td></td> <td></td> </tr> <tr> <td>September</td> <td>19</td> <td></td> <td></td> </tr> <tr> <td>October</td> <td>10</td> <td></td> <td></td> </tr> <tr> <td>November</td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>December</td> <td>11</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>163</b></td> <td></td> </tr> </tbody> </table> <p><i>Note: final count for delivery to be confirmed every Friday prior the week of delivery.</i></p> <p>DELIVERY :</p> <p>1. For those whose birthday is prior to the approval of Purchase Order (P\O), delivery is 10 days after issuance of approved PO.</p>	2024		2025		MONTH	QUANTITY	MONTH	QUANTITY	April	11	January	18	May	8	February	17	June	17	March	8	July	18	*Provision for newly hired	10	August	11			September	19			October	10			November	5			December	11			<b>TOTAL</b>		<b>163</b>			
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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

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]

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