

February 5, 2024

**REQUEST FOR QUOTATION**

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

**RFQ No. TPB-RFQ 2024.02.036**

**PR No. 02.003**

**Requirements: Supply, and Delivery of Food Packs for the FY 2024 TPB ISO Activities**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)								
	<p><b>I. BACKGROUND</b> The Tourism Promotions Board (TPB) adopted the ISO Standard on Quality Management System (QMS) and was certified in 2015. As part of TPB's ISO 9001 QMS maintenance, the Corporate Planning and Business Development Department (CPBDD) will be conducting activities that will be participated in by identified TPB Auditors and Auditees, including the respective Deputy Document Information Controller of each unit in preparation for the scheduled annual audit by the certifying body.</p> <p><b>II. OBJECTIVES</b> The activities shall require meals for the TPB Personnel involved during the whole-day program of the following activities below:</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Dates*</th> </tr> </thead> <tbody> <tr> <td>ISO 9001:2015 QMS Awareness</td> <td>08 March 2024</td> </tr> <tr> <td>Calibration of Document Controllers</td> <td>12 March 2024</td> </tr> <tr> <td>ISO 9001:2015 Internal Quality Audit (Opening and Closing Meeting)</td> <td>15 &amp; 24 April 2024</td> </tr> </tbody> </table> <p><i>* Dates are indicative and may be subject to change with due notice of two (2) days in advance to the service provider</i></p>	Particulars	Dates*	ISO 9001:2015 QMS Awareness	08 March 2024	Calibration of Document Controllers	12 March 2024	ISO 9001:2015 Internal Quality Audit (Opening and Closing Meeting)	15 & 24 April 2024		
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Lot 1	<p><b>III. SCOPE OF WORK/SERVICES/DELIVERABLES</b> The Tourism Promotions Board (TPB) is seeking a service provider to handle the supply and delivery of Bento Lunch, A.M. and P.M. Snack sets with drinks, <u>inclusive of the delivery charges</u> for:</p> <p><b>Lot 1:</b> ISO 9001:2015 QMS Awareness 08 March 2024 – 36 pax</p> <p>Calibration of Document Controllers 12 March 2024 – 36 pax</p> <p><b>Budget:</b> PhP72,000.00</p>	Php72,000.00	Php72,000.00
Lot 2	<p><b>Lot 2:</b> Opening and Closing Meeting of ISO 9001:2015 Internal Quality Audit</p> <p>15 April 2024 (Opening) – 180 pax at minimum 75% guarantee</p> <p>24 April 2024 (Closing) – 180 pax at minimum 75% guarantee</p> <p><b>Budget:</b> PhP360,000.00</p> <p><i>* * Dates are indicative and may be subject to change with due notice of three (3) days in advance to the service provider; the final pax count shall be confirmed to the service provider five (5) calendar days ahead of the activity date</i></p> <ol style="list-style-type: none"> <li>1. The service provider must have the capability and resources to supply food packs and deliver them to the TPB Office.</li> <li>2. Venue: <ul style="list-style-type: none"> <li>• Lot 1: 6F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City</li> <li>• Lot 2: 4F Legaspi Towers 300, Roxas Blvd. Malate Manila (<i>may be subject to change to the alternative office site as indicated in Lot 1 without prior notice</i>)</li> </ul> </li> <li>3. Number of Pax: <ul style="list-style-type: none"> <li>• Lot 1: 36 pax</li> <li>• Lot 2: 180 pax at minimum 75% guarantee</li> </ul> </li> <li>4. Provision of the following meals: <ol style="list-style-type: none"> <li>a. A.M. and P.M. Snacks in sealed microwavable packaging (Preferred A.M. and P.M. Snacks: Sandwiches and Pasta)</li> </ol> </li> </ol>	360,000.00	360,000.00

	<p>b. Minimum selection of 3 kinds of main course (chicken/beef/pork), 1 soup, 1 vegetable, 1 dessert, and inclusive of one round of soda, tea, or fruit juice</p> <p>c. Water, Coffee and Tea station with its paraphernalia</p> <p>d. Can accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</p> <p>5. Must submit the menu selection at least two (2) weeks prior to the event or from the date of acceptance of the Notice to Proceed (NTP) for TPB’s approval</p> <p>6. Food served shall be fresh, hot, and ready at least 30 minutes before each meal:</p> <ul style="list-style-type: none"> <li>• Serving of A.M. Snack: 09:15 A.M.</li> <li>• Serving of Lunch: 12:00 PM</li> <li>• Serving of P.M. Snack: 03:00 A.M.</li> </ul> <p>7. All dinnerware and glassware necessary for the event.</p> <p>8. Designation of uniformed and well-trained banquet service personnel.</p> <p>9. Set-up ready one hour before the start of the event:</p> <ul style="list-style-type: none"> <li>• Start of event: 09:00 A.M.</li> </ul> <p><b>IV. IMPLEMENTATION</b></p> <p><b>Lot 1:</b> ISO 9001:2015 QMS Awareness 08 March 2024</p> <p>Calibration of Document Controllers 12 March 2024</p> <p><b>Lot 2:</b> Opening and Closing Meeting of ISO 9001:2015 Internal Quality Audit 15 April 2024 (Opening) 24 April 2024 (Closing)</p> <p><i>* Dates are indicative and may be subject to change with due notice of three (3) days in advance to the service provider</i></p>		
Terms	<p><b>TERMS OF PAYMENT</b></p> <p>1. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be</p>		

	shouldered by the supplier; 2. Must be willing to accept a send-bill arrangement; and 3. Supplier shall provide the original copy of Statement of Account / Billing Statement / Official Receipt to the TPB Office. Otherwise, the payment will not be processed. 4. Full payment will be received in thirty (30) working days upon receipt of Statement of Account/Billing Statement.		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php433,000.00</b>

Please submit your **quotation**, duly signed by your authorized representative and **Legal Documents** enumerated above **in a sealed envelope** to the address below not later than **12 February 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

BAC Secretariat  
 Procurement and General Services Division  
 Tourism Promotions Board  
 4/F Legaspi Towers 300, Roxas Boulevard, 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**  
 Acting Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr  
 Contact number: 02 8525 -7312 / 8525 – 9318 to 27

<b><u>TECHNICAL SPECIFICATION</u></b>			
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.	<b>Supply, and Delivery of Food Packs for the FY 2024 TPB ISO Activities</b>		
	<p>The Tourism Promotions Board (TPB) is seeking a service provider to handle the supply and delivery of Bento Lunch, A.M. and P.M. Snack sets with drinks, inclusive of the delivery charges for:</p> <p><b>Lot 1:</b> ISO 9001:2015 QMS Awareness 08 March 2024 – 36 pax</p> <p>Calibration of Document Controllers 12 March 2024 – 36 pax</p> <p><b>Budget: PhP72,000.00</b></p>	Lot 1	
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	<p>Malate Manila (<i>may be subject to change to the alternative office site as indicated in Lot 1 without prior notice</i>)</p> <ol style="list-style-type: none"> <li>3. Number of Pax: <ul style="list-style-type: none"> <li>• Lot 1: 36 pax</li> <li>• Lot 2: 180 pax at minimum 75% guarantee</li> </ul> </li> <li>4. Provision of the following meals: <ol style="list-style-type: none"> <li>e. A.M. and P.M. Snacks in sealed microwavable packaging (Preferred A.M. and P.M. Snacks: Sandwiches and Pasta)</li> <li>f. Minimum selection of 3 kinds of main course (chicken/beef/pork), 1 soup, 1 vegetable, 1 dessert, and inclusive of one round of soda, tea, or fruit juice</li> <li>g. Water, Coffee and Tea station with its paraphernalia</li> <li>h. Can accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</li> </ol> </li> <li>5. Must submit the menu selection at least two (2) weeks prior to the event or from the date of acceptance of the Notice to Proceed (NTP) for TPB's approval</li> <li>6. Food served shall be fresh, hot, and ready at least 30 minutes before each meal: <ul style="list-style-type: none"> <li>• Serving of A.M. Snack: 09:15 A.M.</li> <li>• Serving of Lunch: 12:00 PM</li> <li>• Serving of P.M. Snack: 03:00 A.M.</li> </ul> </li> <li>7. All dinnerware and glassware necessary for the event.</li> <li>8. Designation of uniformed and well-trained banquet service personnel.</li> <li>9. Set-up ready one hour before the start of the event: <ul style="list-style-type: none"> <li>• Start of event: 09:00 A.M.</li> </ul> </li> </ol>		
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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

## 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]*