

05 March 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-03-075
PR No. 2.048
Requirements: Services of an Events Management Company for the TPB 2024 Women’s Month Celebration Activities

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Provision of the following:</p> <ol style="list-style-type: none"> F&B for the following: <ul style="list-style-type: none"> Makeup Tutorial for Female <ul style="list-style-type: none"> Light Snacks for 30 pax 26 March 2024 (morning) Proper Grooming Tutorial for Male <ul style="list-style-type: none"> Light Snacks for 30 pax 26 March 2024 (afternoon) Resource Speaker/ Facilitator for the following: <ul style="list-style-type: none"> Make-Up Tutorial for Female <ul style="list-style-type: none"> For 30 participants with the provision of make-up starter kits Proper Grooming Tutorial for Male <ul style="list-style-type: none"> For 30 participants with the provision of grooming starter kits Personal Care Services: <ul style="list-style-type: none"> Sitting Massage (Upper Body) <ul style="list-style-type: none"> Four (4) Masseurs and logistics requirements Haircut for Male and Female <ul style="list-style-type: none"> Two (2) Hair Cutters with supplies and materials Nail Cleaning <ul style="list-style-type: none"> Two (2) Nail Technicians with supplies and materials One hundred sixty-seven (167) Personal Care Kits for male and female (vanity pouch/bag containing cleanser, exfoliant, toner, moisturizer, sunscreen, and nail care set) Photobooth on 25 March 2024 (open for unlimited shots for 4 hours) Dedicated Focal Person and at least one (1) coordinator per activity to monitor and assist in the conduct of the activity. Submit list of personnel that will be assigned for the Personal Care Services upon receipt of Notice of Award (NOA). <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> Company Profile (for new bidder) SEC/DTI Certificate of Registration 		PhP550,000.00

	<p>3. Accomplished Statement of Compliance to the Technical Specification Annex "A"</p> <p>4. CV of the Resource Speaker/Facilitator for the make-up and grooming tutorials with the following qualifications:</p> <ul style="list-style-type: none"> • Relevant education on make-up and/or grooming • At least five (5) years of experience related to make-up and/or grooming. <p>5. Proposed items for the Personal Care Kits (subject for approval of TPB)</p> <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Income Tax Return 4. Notarized Revised Omnibus Sworn Statement Annex "B" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specification Annex "A" 2. 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		
ABC	The Approved Budget for the Contract (ABC) is PhP550,000.00 inclusive of all applicable taxes.		PhP550,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil.fajardo@tpb.gov.ph not later than **12 March 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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
SERVICES OF AN EVENTS MANAGEMENT COMPANY FOR THE TPB 2024 WOMEN'S MONTH CELEBRATION ACTIVITIES
TPB-RFQ 2024-03-075**

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)
Scope of Works and Deliverables		
1.	F&B for the following: <ul style="list-style-type: none"> • Makeup Tutorial for Female <ul style="list-style-type: none"> - Light Snacks for 30 pax - 26 March 2024 (morning) • Proper Grooming Tutorial for Male <ul style="list-style-type: none"> - Light Snacks for 30 pax - 26 March 2024 (afternoon) 	
2.	Resource Speaker/ Facilitator for the following: <ul style="list-style-type: none"> • Make-Up Tutorial for Female <ul style="list-style-type: none"> - For 30 participants with the provision of make-up starter kits • Proper Grooming Tutorial for Male <ul style="list-style-type: none"> - For 30 participants with the provision of grooming starter kits 	
3.	Personal Care Services: <ul style="list-style-type: none"> • Sitting Massage (Upper Body) <ul style="list-style-type: none"> - Four (4) Masseurs and logistics requirements • Haircut for Male and Female <ul style="list-style-type: none"> - Two (2) Hair Cutters with supplies and materials • Nail Cleaning <ul style="list-style-type: none"> - Two (2) Nail Technicians with supplies and materials 	
4.	One hundred sixty-seven (167) Personal Care Kits for male and female (vanity pouch/bag containing cleanser, exfoliant, toner, moisturizer, sunscreen, and nail care set)	
5.	Photobooth on 25 March 2024 (open for unlimited shots for 4 hours)	
6.	Dedicated Focal Person and at least one (1) coordinator per activity to monitor and assist in the conduct of the activity.	
7.	Submit list of personnel that will be assigned for the Personal Care Services upon receipt of Notice of Award (NOA).	
Eligibility Requirements		
1.	Bidder must have at least three (3) years of experience in conducting various events and activities in government and private offices.	
2.	Submit CV of the Resource Speaker/Facilitator for the make-up and grooming tutorials with the following qualifications: <ul style="list-style-type: none"> • Relevant education on make-up and/or grooming • At least five (5) years of experience related to make-up and/or grooming. 	
3.	Submit proposed items for the Personal Care Kits subject for approval of TPB.	
Terms of Payment		
1.	Payment will be on a send bill arrangement to the Tourism Promotions Board.	
2.	Payment term is 30 working days upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents. The following	

	<p>documents should be submitted by the winning bidder for the processing of payment:</p> <ul style="list-style-type: none"> Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to: <p style="text-align: center;">ROSSANDRA AMYTHEA Q. CAYAGO Acting Head Personnel and Human Resources Development Division Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> <ul style="list-style-type: none"> Copy of Official Receipt <p>Note: <i>Original copy of Statement of Account / Billing Statement and Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.</i></p>	
3.	<p>Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.</p>	

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]