

10 April 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-04-109 COB 2023
PR No. 3.029
Requirements: Service Provider for the Food and Beverage Requirements of the Philippine Organizing Committee (POC) Meeting for the Philippine Participation in Expo 2025

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Event: 1st POC Meeting Date/Time: 24 April 2024, 3:00 PM (indicative) Venue: DOT Multi-Purpose Hall Set-Up: Heavy snacks menu with options for gluten-free food to include drinks (juice and coffee service). Catering table, linens, dishware, utensils, and all necessary paraphernalia. Est. No. of Pax: 50 pax</p> <ol style="list-style-type: none"> Must be able to deliver the above-specified requirements during the event at the event venue. Must be able to provide uniformed and banquet service personnel, as needed and a dedicated contact to attend to all arrangements. Any other requirements that may be mutually agreed upon by the TPB and the supplier. <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> Company Profile (for new bidder) Accomplished Statement of Compliance to the Technical Specification Annex "A" DOT Accreditation Certificate (preferably) <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> PhilGEPS Registration Certificate Business/Mayor's Permit BIR Certificate of Registration SEC/DTI Certificate of Registration Notarized Revised Omnibus Sworn Statement Annex "B" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specification Annex "A" Revised Omnibus Sworn Statement Annex "B" <p>NOTE:</p>		PhP37,500.00

	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 PhP37,500.00 inclusive of all applicable taxes.		PhP37,500.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil.fajardo@tpb.gov.ph not later than **16 April 2024 at 12:00 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.



ROSELLE D. ROMERO

Acting Head, 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 THE FOOD AND BEVERAGE REQUIREMENTS OF THE PHILIPPINE ORGANIZING COMMITTEE
(POC) MEETING FOR THE PHILIPPINE PARTICIPATION IN EXPO 2025
TPB-RFQ 2024-04-109**

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.	Event: 1st POC Meeting Date/Time: 24 April 2024, 3:00 PM (indicative) Venue: DOT Multi-Purpose Hall Set-Up: Heavy snacks menu with options for gluten-free food to include drinks (juice and coffee service). Catering table, linens, dishware, utensils, and all necessary paraphernalia. Est. No. of Pax: 50 pax	
2.	Must be able to deliver the above-specified requirements during the event at the event venue.	
3.	Must be able to provide uniformed and banquet service personnel, as needed and a dedicated contact to attend to all arrangements.	
4.	Any other requirements that may be mutually agreed upon by the TPB and the supplier.	
Eligibility Requirements		
1.	Must be operating and legally registered establishments under the Philippine Laws.	
2.	Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS).	
3.	Preferably, an accredited establishment of the Department of Tourism (DOT).	
Terms of Payment		
1.	Send bill arrangement.	
2.	Full Payment 30 working days or after services are rendered in full/complete.	
3.	The following document should be submitted by the winning bidder for the processing of payment: <ul style="list-style-type: none"> • Statement of Account/Billing Statement with detailed cost for all services rendered to include management fee addressed to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100 	
4.	Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to preferred alternate bank will be shouldered by the bidder.	

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]