

04 June 2024

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2024-06-144

**PR No.** 5.078

**Requirements:** Supply and Delivery of Packed Food and Beverage Requirements for TPB Board of Directors' Regular Meeting to be Held in June 2024.

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)																														
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b>  <b>INDICATIVE DATES:</b> 26 June 2024  <b>Packed Meals (Food and Beverage)</b></p> <ol style="list-style-type: none"> <li>Packed lunch inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main entrees excluding vegetables in the count)</li> <li>Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified</li> <li>Minimum guarantee of 30 pax</li> <li>Inclusive of delivery charges (i) within Metro Manila for 29 pax, and (ii) within Cagayan de Oro for 1 pax<sup>1</sup></li> <li>The service provider must assign a person-in-charge of pre-delivery and delivery preparations who will coordinate with TPB.</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Delivery Address (Indicative)</th> <th>No. of Pax</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The New DOT Building, 351 Senator Gil Puyat Avenue, Makati City, Philippines 1200</td> <td>1</td> </tr> <tr> <td>2</td> <td>Unit G Horseshoe Crest #3 St Peter Street, Barangay Kanluran, Quezon City 1111 <b>OR</b> 6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila</td> <td>1</td> </tr> <tr> <td>3</td> <td>7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Macapagal Avenue corner EDSA Extension, 1302, Bay Area, Pasay City</td> <td>1</td> </tr> <tr> <td>4</td> <td>DFA Bldg., 2330 Roxas Boulevard, Pasay City, Metro Manila</td> <td>1</td> </tr> <tr> <td>5</td> <td>No. 361, Trade &amp; Industry Building, Sen. Gil J. Puyat Ave, Makati, 1200 Metro Manila</td> <td>1</td> </tr> <tr> <td>6</td> <td>4/F MIAA Administration Office, NAIA Complex, Pasay City <b>OR</b> 12/F Primex Tower, EDSA cor Connecticut, San Juan City</td> <td>1</td> </tr> <tr> <td>7</td> <td>646 Lee St., Addition Hills, Wack Wack Mandaluyong City</td> <td>1</td> </tr> <tr> <td>8</td> <td>#33 J. Serifa St., Carmen, Cagayan de Oro City 9000</td> <td>1</td> </tr> <tr> <td>9</td> <td>6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila</td> <td>22</td> </tr> </tbody> </table>		Delivery Address (Indicative)	No. of Pax	1	The New DOT Building, 351 Senator Gil Puyat Avenue, Makati City, Philippines 1200	1	2	Unit G Horseshoe Crest #3 St Peter Street, Barangay Kanluran, Quezon City 1111 <b>OR</b> 6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila	1	3	7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Macapagal Avenue corner EDSA Extension, 1302, Bay Area, Pasay City	1	4	DFA Bldg., 2330 Roxas Boulevard, Pasay City, Metro Manila	1	5	No. 361, Trade & Industry Building, Sen. Gil J. Puyat Ave, Makati, 1200 Metro Manila	1	6	4/F MIAA Administration Office, NAIA Complex, Pasay City <b>OR</b> 12/F Primex Tower, EDSA cor Connecticut, San Juan City	1	7	646 Lee St., Addition Hills, Wack Wack Mandaluyong City	1	8	#33 J. Serifa St., Carmen, Cagayan de Oro City 9000	1	9	6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila	22		Php40,000.00
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<sup>1</sup> The supplier may coordinate with a local restaurant or supplier on the delivery of food outside Metro Manila.


<p><b><u>OTHER REQUIREMENTS:</u></b></p> <ol style="list-style-type: none"> <li>1. Actual date and number of pax is subject to confirmation one (1) week before the event, provided that there shall be an equitable adjustment in the contract price for the increase/decrease of pax relative to the estimated 30 pax.</li> <li>2. Provide cost per head in case of increase/decrease of pax in relation to the estimated no. of pax.</li> <li>3. Any other arrangements that may be mutually agreed upon by TPB and the supplier.</li> </ol> <p><b><u>FORCE MAJEURE</u></b></p> <p>Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.</p> <p>In case of a fortuitous event/s or force majeure, payment will be delivered based on the actual expenses borne by the supplier in the delivery of their services and reflected in their Billing / Invoice / Statement of Account.</p> <p><b><u>LEGAL REQUIREMENT:</u></b></p> <ol style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor’s Business Permit</li> <li>c. SEC/DTI Registration Certificate</li> <li>d. Income/Business Tax Return</li> <li>e. Notarized Omnibus Sworn Statement (Annex “B”) Company profile (for New Supplier)</li> </ol> <p><b><u>ATTACHMENTS:</u></b></p> <ul style="list-style-type: none"> <li>• Technical Specification</li> <li>• Bidder’s Statement of Compliance (Annex A”)</li> </ul> <p><b><u>NOTE:</u></b></p> <ul 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> </ul> <p><b><u>PAYMENT TERMS AND SCHEDULE:</u></b></p> <p>Willing to provide services on a “send-bill” arrangement based on the entire actual cost.</p> <p>Payment shall be made within thirty (30) working days upon</p>		
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	<p>submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns.</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> <p>Please send the billing statement to:          MARIA MARGARITA MONTEMAYOR NOGRALES          Chief Operating Officer          Tourism Promotions Board Philippines          6th Floor, 5-ECOM Center, Harbor Drive, Mall of Asia Complex,          Pasay City</p>		
<b>ABC</b>	Approved Budget for Contract (ABC) is PhP40,000.00 inclusive of all applicable taxes		

Please submit your quotation together with the legal documents enumerated above to the email address **mike\_solo@tpb.gov.ph** not later than **07 June 2024 on or before 1700H**, duly signed by your representative and deliver the hard copy to the Procurement and General Services Division, Administrative Department, 6th Floor, 5-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City.

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**  
03 June 2024  
 AH, Procurement and General Services Division  
 Administrative Department

Contact Person: **MIKE ANTHONY SOLO**  
 Contact No. 09064874622

**STATEMENT OF COMPLIANCE TO THE TECHNICAL  
SPECIFICATIONS SUPPLY AND DELIVERY OF PACKED  
FOOD AND BEVERAGE REQUIREMENTS FOR  
TPB BOARD OF DIRECTORS' REGULAR MEETINGS  
TPB-RFQ 2024-06-144**

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)																														
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I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Signature over Printed Name  
 of Authorized Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
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