

16 July 2024

REQUEST FOR QUOTATION (RFQ)

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

RFQ No: 2024-07-191

Requirements: **Service Provider for the Supply and Delivery of Food Packs for the TPB ISO 9001:2015 External Audit**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>SCOPE OF SERVICES/DELIVERABLES</p> <p>The Tourism Promotions Board (TPB) is seeking a service provider to handle the supply and delivery of Bento Lunch, AM and PM snack sets with drinks, <u>inclusive of the delivery charges for:</u></p> <p>ISO 9001:2015 External Audit 08 August 2024 – 180 pax at minimum 75% guarantee</p> <p>Budget: PhP180,000.00</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"> 1. The service provider must have the resources to supply food packs and deliver them to the TPB Office 2. Venue: 6F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 3. Number of Pax: 180 pax at minimum 75% guarantee 4. Provision of the ff meals: <ol style="list-style-type: none"> a. AM and PM snacks in sealed microwavable packaging (preferred AM and PM snacks – sandwiches and pasta) b. Minimum selection of 3 kinds of main course for Bento Lunch (chicken/ beef/ pork), 1 soup, 1 vegetable, 1 dessert, 	180,000.00	180,000.00

	<p>and inclusive of one round of soda, tea, or fruit juice</p> <ol style="list-style-type: none"> c. Coffee station with its paraphernalia (limited coffee based on indicated number of pax inclusive of sugar and creamer) d. Can accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.) <ol style="list-style-type: none"> 5. Must submit the menu selection together with the bidding documents 6. Food served shall be fresh, hot, and ready at the following delivery schedule: <ul style="list-style-type: none"> • AM snack: 8:00 AM • Lunch: 10:30 AM • PM snack: 2:00 PM 7. Designation of service personnel <p>IMPLEMENTATION ISO 9001:2015 External Audit 08 August 2024 <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> <p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be owned, operated and legally registered under Philippine laws; 2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS) <p>APPROVED BUDGET FOR THE CONTRACT (ABC) The Approved Budget for the Contract (ABC) is ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (PhP 180,000.00) inclusive of all applicable fees and taxes.</p> <p>CONTRACT DURATION</p> <p>The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services</p>		
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Terms of Payment	<ol style="list-style-type: none"> 1. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be 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.
Delivery	As stated in the Technical Specifications
ABC	PhP180,000.00, inclusive of applicable taxes

Please submit the **quotation, duly signed by the authorized representative** together with the **technical and legal documents** enumerated above to email address mike_solo@tpb.gov.ph not later than **22 July 2024 on or before 12:00nn** 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.

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
Administrative Department

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

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2024 INTERPRETERS

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1.	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <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>ISO 9001:2015 External Audit 08 August 2024 –180 pax at minimum 75% guarantee</p> <p>Budget: PhP180,000.00</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"> 1. The service provider must have the resources to supply food packs and deliver them to the TPB Office. 2. Venue: 6F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 3. Number of Pax: 180 pax at minimum 75% guarantee 4. Provision of the following meals: <ol style="list-style-type: none"> a. A.M. and P.M. Snacks in sealed microwavable packaging (Preferred A.M. and P.M. Snacks: Sandwiches and Pasta) b. Minimum selection of 3 kinds of main course for Bento Lunch (chicken/beef/pork), 1 soup, 1 vegetable, 1 dessert, and inclusive of one round of soda, tea, or fruit juice c. Coffee station with its paraphernalia (limited coffee based on indicated number of pax inclusive of sugar and creamer) d. Can accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.) 5. Must submit the menu selection together with the bidding documents 6. Food shall be fresh, hot, and ready at the following delivery schedule: <ul style="list-style-type: none"> - A.M. Snack: 08:00 A.M - Lunch: 10:30 AM 	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	<p>- P.M. Snack: 02:00 P.M</p> <p>7. Designation of uniformed service personnel.</p>	
2.	<p>IMPLEMENTATION</p> <p>ISO 9001:2015 External Audit 08 August 2024</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>	
3.	<p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be owned, operated and legally registered under Philippine laws; 2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS) 	
4.	<p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The Approved Budget for the Contract (ABC) is ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (Php 180,000.00) inclusive of all applicable fees and taxes.</p>	
5.	<p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be 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 	
6.	<p>CONTRACT DURATION</p> <p>The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.</p>	

NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE / DATE