

July 4, 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024.07.178

PR No. 07.009 (06.098)

Requirements: Supply, and Delivery of Food and Beverages for the ISO 9001:2015 Management Review 2024

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)								
1 lot	<p>Meals for Management Review</p> <p>- SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>The Tourism Promotions Board (TPB) is seeking a service provider for packed lunch and afternoon snacks with drinks, inclusive of the delivery fee, as follows:</p> <table border="1"> <tr> <td>Activity Description</td> <td>ISO 9001: 2015 MANAGEMENT REVIEW 2024-01</td> </tr> <tr> <td>Date and Venue</td> <td>18 July 2024 (INDICATIVE DATE) TPB Boardroom at Five e-com Center</td> </tr> <tr> <td>No. of Pax</td> <td>45 pax</td> </tr> <tr> <td>Deliverables</td> <td>Estimated at Php800.00/pax for F&B requirements</td> </tr> </table> <p>1. The service provider must have the capability and resources to provided and delivery to the 6th Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City</p> <p>2. Must submit the menu selection at least one (1) week prior to the event for TPB's approval (Can accommodate 1 gluten-free meal as approved by the end-user)</p> <p>3. Food served shall be fresh, hot, and ready at least 30 minutes before the meeting</p>	Activity Description	ISO 9001: 2015 MANAGEMENT REVIEW 2024-01	Date and Venue	18 July 2024 (INDICATIVE DATE) TPB Boardroom at Five e-com Center	No. of Pax	45 pax	Deliverables	Estimated at Php800.00/pax for F&B requirements	36,000.00	36,000.00
Activity Description	ISO 9001: 2015 MANAGEMENT REVIEW 2024-01										
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	<p>4. With one (1) designated coordinator with TPB end-user</p> <p>- PROJECT IMPLEMENTATION SCHEDULE Indicative date: 18 July 202 (Thursday) Venue: TPB Boardroom, 6/F Five E-Com Center, Harbor drive, Mall of Asia Complex, Pasay City</p> <p><i>*dates and venue are subject to be finalized two (2) weeks prior to the conduct of the event</i></p> <p>PROJECT OFFICER'S CONTACT INFORMATION MS. NINA NOREEN V. MERCADO Office of the Chief Operating Officer +639164809723 nina_mercado@tpb.gov.ph</p> <p>MS. MARIANNE E. ANQUILO Office of the Chief Operating Officer +639154986787 marianne_anquilo@tpb.gov.ph</p>		
	<p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1. Send a bill arrangement payment within thirty (30) days to the Tourism Promotions Board upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents. 2. The following documents shall be submitted by the winning bidder for the processing payment: original copy of Statement of Account/billing Statement / Official Receipt shall be personally brought to TPB Office . Otherwise, the delivery fee will be shouldered by the supplier with detailed costs for all services rendered including management fee addressed to: MS. KHERNIEL M. SIACOR Head Executive Assistant Office of the Chief Operating Officer Tourism Promotions Board 6th Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City <ol style="list-style-type: none"> 3. 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>LEGAL REQUIREMENT:</p> <ul style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN/ e. Company profile (New Supplier only) f. Statement of Compliance to the Technical Specification (Annex "A") <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex "A") b. <p>NOTE:</p> <ul style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days. 		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php36,000.00

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 **9 July 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
6/F 5-ECOM, Mall of Asia, 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
Acting Head, Procurement and General Services Division

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

TECHNICAL SPECIFICATION											
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.	Supply, and Delivery of Food and Beverages for the ISO 9001:2015 Management Review 2024										
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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