

01 July 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2024-07-172  
**PR No.** GOPAL 5.049 / PAMS 5.079  
**Requirements:** Catering Services Requirements for TPB Board of Directors’ Regular Meetings for July to December 2024


Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)																			
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <table border="1"> <thead> <tr> <th>Deliverables</th> <th>(Indicative) Dates</th> <th>(Indicative) Venue</th> <th>No. of Pax</th> <th>Approved Budget for the Contract</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Catering services for buffet lunch with drinks for the TPB Regular Board of Directors’ Meeting</td> <td>31 July 2024</td> <td>TPB Office</td> <td rowspan="5">Minimum guarantee of thirty (30) pax per meeting</td> <td rowspan="5">PhP60,000.00 x 6 meetings</td> </tr> <tr> <td>28 August 2024</td> <td rowspan="4">6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila</td> </tr> <tr> <td>25 September 2024</td> </tr> <tr> <td>30 October 2024</td> </tr> <tr> <td>27 November 2024</td> </tr> <tr> <td>11 December 2024</td> <td>TPB premises</td> <td><b>TOTAL:</b></td> <td><b>PHP 360,000.00</b></td> </tr> </tbody> </table> <p><i>*Dates and venue are subject to be finalized one (1) week prior to the conduct of the event.</i></p> <ol style="list-style-type: none"> <li>The service provider must have the capability and resources to provide catering services and deliver them to the TPB Office at 6th Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City.</li> <li>Minimum guarantee of thirty (30) pax per event.</li> <li>Provision of the following meals: <ul style="list-style-type: none"> <li>Managed lunch buffet inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main entrees excluding vegetables in the count)</li> <li>Option for early lunch</li> <li>Option for packed lunch inclusive of delivery fee, if applicable</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>Flowing brewed coffee, tea, and drinking water for the participants while the event is on-going</li> </ul> </li> <li>Food served shall be fresh, hot, and ready at least 30 minutes before each meal.</li> <li>All tables, chairs, dinnerware, and glassware necessary for the event.</li> <li>Designation of uniformed and well-trained banquet service personnel.</li> <li>One (1) dedicated waitstaff/service personnel for identified VIPs.</li> <li>The set-up shall be done one (1) hour before the commencement of the event.</li> <li>The service provider shall be in charge of clean and orderly dismantling of the set-up.</li> <li>The service provider shall provide its own receptacles and sufficient containers for trash and shall be responsible for its disposal outside of the building’s premises.</li> </ol>	Deliverables	(Indicative) Dates	(Indicative) Venue	No. of Pax	Approved Budget for the Contract	Catering services for buffet lunch with drinks for the TPB Regular Board of Directors’ Meeting	31 July 2024	TPB Office	Minimum guarantee of thirty (30) pax per meeting	PhP60,000.00 x 6 meetings	28 August 2024	6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila	25 September 2024	30 October 2024	27 November 2024	11 December 2024	TPB premises	<b>TOTAL:</b>	<b>PHP 360,000.00</b>		PhP360,000.00
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	<p>11. Other requirements:</p> <ul style="list-style-type: none"> <li>• Requirements and arrangements may be changed subject to schedule constraints and/or IATF guidelines during the implementation proper. Any changes applied must not exceed the Approved Budget of Contract (ABC).</li> <li>• 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>• The proposals shall include the incidental service requirements and fees.</li> <li>• The quoted price for adjustments should there be sponsorship and discounts for some of the package components shall be deducted from the total bid price and not from the ABC.</li> <li>• Any other arrangements that may be mutually agreed upon by TPB and the supplier.</li> </ul> <p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (for new bidder)</li> <li>2. Accomplished Statement of Compliance to the Technical Specification</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's Permit</li> <li>3. BIR Certificate of Registration</li> <li>4. SEC/DTI/CDA Certificate of Registration</li> <li>5. Notarized Revised Omnibus Sworn Statement</li> </ol> <p><b>ATTCHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specification</li> <li>2. Revised Omnibus Sworn Statement</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is Php360,000.00 inclusive of all applicable taxes.		<b>Php360,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) not later than **08 July 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.

  
**ROSSELLE D. ROMERO**  
Acting Head, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
CATERING SERVICES REQUIREMENTS FOR TPB BOARD OF DIRECTORS' REGULAR MEETINGS FOR JULY TO DECEMBER 2024  
TPB-RFQ 2024-07-172**

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)															
<b>Scope of Works and Deliverables</b>																	
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<b>Additional Technical Requirements</b>																													
1.	Must be a DOT-accredited hotel or restaurant, food and beverage supplier, or catering service provider. TPB to consider if the supplier's DOT accreditation is still subject for renewal.																												
2.	Must have at least three (3) years of handling similar requirements.																												
3.	Provide cost per head in case of increase/decrease of pax in relation to the estimated no. of pax.																												
<b>Terms of Payment</b>																													
1.	No down payment should be required by the supplier in its proposal.																												
2.	Either has an existing credit line with TPB or would allow a send-bill arrangement.																												
3.	<p>Payment shall be made in seven (6) equal tranches based on the delivery of services and within thirty (30) working days upon TPB's receipt of Statement of Account/Billing Statement, to wit:</p> <table border="1"> <thead> <tr> <th>Tranche</th> <th>Milestone</th> <th>Amount</th> <th>Payment Schedule</th> </tr> </thead> <tbody> <tr> <td>First Tranche</td> <td>Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 31 July 2024</td> <td>PhP60,000.00</td> <td rowspan="6">Within thirty (30) working days upon TPB's receipt of Statement of Account/Billing Statement</td> </tr> <tr> <td>Second Tranche</td> <td>Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 28 August 2024</td> <td>PhP60,000.00</td> </tr> <tr> <td>Third Tranche</td> <td>Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 25 September 2024</td> <td>PhP60,000.00</td> </tr> <tr> <td>Fourth Tranche</td> <td>Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 30 October 2024</td> <td>PhP60,000.00</td> </tr> <tr> <td>Fifth Tranche</td> <td>Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 27 November 2024</td> <td>PhP60,000.00</td> </tr> <tr> <td>Sixth Tranche</td> <td>Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 11 December 2024</td> <td>PhP60,000.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total: PhP360,000.00</b></td> <td></td> </tr> </tbody> </table>	Tranche	Milestone	Amount	Payment Schedule	First Tranche	Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 31 July 2024	PhP60,000.00	Within thirty (30) working days upon TPB's receipt of Statement of Account/Billing Statement	Second Tranche	Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 28 August 2024	PhP60,000.00	Third Tranche	Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 25 September 2024	PhP60,000.00	Fourth Tranche	Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 30 October 2024	PhP60,000.00	Fifth Tranche	Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 27 November 2024	PhP60,000.00	Sixth Tranche	Upon full completion of the deliverables for the Regular Board of Directors' Meeting indicatively scheduled on 11 December 2024	PhP60,000.00	<b>Total: PhP360,000.00</b>				
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4.	Preferably has a Landbank account. 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.																												
5.	<p>The following documents should be submitted by the winning bidder for the processing of 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:</p> <p><b>ATTY. JEMIMAH NISSI M. TIAMBENG</b> Office of the Corporate Board Secretary Tourism Promotions Board 6th Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City</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]***

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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]*