

## REQUEST FOR QUOTATION (RFQ)

01 August 2024

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

**Proposal No.** TPB-PR.2024.08.201

**PR No.** 7.022

**REQUIREMENTS: SUPPLY AND DELIVERY OF FOOD PACKS FOR THE ARTIFICIAL INTELLIGENCE IN-HOUSE TRAINING**

| Quantity                | Particulars  | Estimated Unit Price                  | Estimated Total Amount |            |                         |                                      |                                       |              |              |
|-------------------------|--|---------------------------------------|------------------------|------------|-------------------------|--------------------------------------|---------------------------------------|--------------|--------------|
| <b>LOT 1</b>            | <p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p>The Tourism Promotions Board (TPB) is seeking a service provider to supply and deliver of packed AM snacks, Lunch, and PM snacks with drinks.</p> <table border="1" data-bbox="331 1064 1026 1348"> <thead> <tr> <th>Activity</th> <th>Date and Venue</th> <th>No. of Pax</th> </tr> </thead> <tbody> <tr> <td>Artificial Intelligence</td> <td>18-19 September 2024<br/>TPB premises</td> <td>40 <i>Minimum guarantee of 30 pax</i></td> </tr> </tbody> </table> <p>1. The service provider must have the capability and resources to supply and deliver the food packs at the 6th Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City.</p> <p>2. Provision of the following:</p> <ul style="list-style-type: none"> <li>• Packed AM and PM snacks, with drinks:               <ul style="list-style-type: none"> <li>-One (1) serving of Pasta or sandwich</li> <li>-One (1) bottle of drinks (juice or soft drinks)</li> </ul> </li> <li>• Packed Lunch with drinks               <ul style="list-style-type: none"> <li>-one (1) rice</li> <li>-two (2) kinds of main course (chicken/beef/pork/fish)</li> <li>-one (1) soup,</li> </ul> </li> </ul> | Activity                              | Date and Venue         | No. of Pax | Artificial Intelligence | 18-19 September 2024<br>TPB premises | 40 <i>Minimum guarantee of 30 pax</i> | PhP60,000.00 | PhP60,000.00 |
| Activity                | Date and Venue   | No. of Pax                            |                        |            |                         |                                      |                                       |              |              |
| Artificial Intelligence | 18-19 September 2024<br>TPB premises   | 40 <i>Minimum guarantee of 30 pax</i> |                        |            |                         |                                      |                                       |              |              |

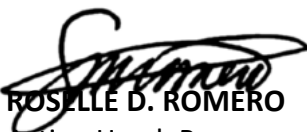
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| <p>-one (1) vegetable<br/>         -one (1) dessert<br/>         -one (1) bottle of drinks (juice or soft drinks)<br/>         •Coffee and tea station<br/>         •All dinnerware and glassware necessary for the event.<br/>         •Can accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</p> <p>3. Must submit the menu selection together with the submission of bids.</p> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b><br/> <b>Date:</b> 18-19 September 2024   <b>Venue:</b> TPB premises</p> <p><b>TERMS OF PAYMENT</b></p> <p>1. Payment shall be made after the full implementation of deliverables.</p> <p>2. 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.</p> <p>3. The following documents shall be submitted by the winning bidder for the processing of payment:<br/>         Original copy of Statement of Account / Billing Statement / Official Receipt shall be personally brought to the TPB Office. Otherwise, the delivery fee will be shouldered by the supplier with detailed costs for all services rendered including the management fee.</p> <p>4. Payment will be made through LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.</p> <p><b>CONTRACT DURATION</b><br/>         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> |  |  |
|---|--|--|

|       |  |  |  |
|-------|--|--|--|
|       | <p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (<i>for new bidder</i>)</li> <li>2. SEC/DTI Registration Certificate</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. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol> |  |  |
| Terms | 30 days upon receipt of the invoice.   |  |  |
| ABC   | Approved Budget for the Contract (ABC) is <b>PhP60,000.00</b> inclusive of all applicable taxes  |  |  |

Please submit your **quotation** together with the legal documents enumerated above to the email address **genesis\_lee@tpb.gov.ph** not later than **07 August 2024 on or before 1700H**, duly signed by your representative, and deliver to the Procurement and General Services Division, Administrative Department, 6th Floor, Five E-Com 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.



**ROSILLE D. ROMERO**  
Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person: **(MISS) GENESIS WEIYN B. LEE**

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