

21 October 2024

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. TPB-PR 2024.10.293

Requirements: Supply and Delivery of Logistical Requirements for the TPBPHL GAD Agenda and Strategic Plan Workshop in Batangas

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 lot	<p>Logistical Requirements for the GAD Workshop Participants: 30 Pax TPBPHL Personnel (27 pax minimum guarantee) Implementation Date: 06-08 November 2024 Location: San Juan, Batangas</p> <p>Scope of Work/Deliverables:</p> <ul style="list-style-type: none"> ▪ 3 Star/Boutique Hotel/Resort with medical personnel on standby ▪ Accommodation with breakfast (3D/2N) <ul style="list-style-type: none"> ○ 4 rooms single occupancy ○ 13 rooms on twin sharing ▪ Function Room (can accommodate 30 pax with wi-fi access) ▪ Food and Beverage (3Days) <ul style="list-style-type: none"> ○ AM/PM Snack ○ Buffet Lunch and Dinner ▪ Transportation Service (3 vans or 1 coaster) ▪ Provision for miscellaneous expenses <p>Details of the deliverables is found in the attached Technical Specifications</p>	990,000.00	990,000.00
	<p>Legal Documents</p> <ul style="list-style-type: none"> ▪ PhilGEPS Registration Certificate 		

	<ul style="list-style-type: none"> ▪ Business/Income Tax Return ▪ Mayor’s Permit ▪ Omnibus Sworn Statement <p>Eligibility Requirements</p> <ul style="list-style-type: none"> ▪ Company Profile and SEC/DTI/CDA Registration, as applicable ▪ List of ongoing and completed projects for the last three (3) years <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Revised Omnibus Sworn Statement 3. Compliance to the Technical Specifications 		
	<p>Notes:</p> <ul style="list-style-type: none"> ▪ All entries must be typewritten in your company letterhead. ▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP990,000.00, inclusive of applicable taxes		

Please submit your **quotation** together with the **legal and eligibility documents** enumerated above to email address bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph not later than **25 October 2024, until 5:00 PM.**

The submission of the quotation and other documents shall be in one (1) compressed file folder. For easy identification of email, the subject shall be in this format: **GAD Workshop_<Company Name>**.

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 21 October 2024
 Procurement Management Division
 Finance Department

Technical Specifications

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 Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. 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, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification	Statement of Compliance (Comply/Not Comply)								
1	<p>Venue 3-star hotel/resort in San Juan, Batangas</p> <ul style="list-style-type: none"> ● With learning conducive function hall to conduct group discussions and activities; ● On call medical personnel available in case of emergency 									
2	<p>Accommodation with of breakfast</p> <table border="1" data-bbox="292 1281 1185 1594"> <thead> <tr> <th data-bbox="292 1281 767 1350">Room Requirements</th> <th data-bbox="767 1281 1185 1350">Check-in/out</th> </tr> </thead> <tbody> <tr> <td data-bbox="292 1350 767 1458">1 Standard Deluxe (with 2 Queen Beds)</td> <td data-bbox="767 1350 1185 1458">05 – 08 November 2024</td> </tr> <tr> <td data-bbox="292 1458 767 1527">4 Suite (with 1 Queen Bed)</td> <td data-bbox="767 1458 1185 1527">06 – 08 November 2024</td> </tr> <tr> <td data-bbox="292 1527 767 1594">13 Standard Deluxe, twin sharing</td> <td data-bbox="767 1527 1185 1594"></td> </tr> </tbody> </table> <p>*Subject to final rooming list one week before the event</p>	Room Requirements	Check-in/out	1 Standard Deluxe (with 2 Queen Beds)	05 – 08 November 2024	4 Suite (with 1 Queen Bed)	06 – 08 November 2024	13 Standard Deluxe, twin sharing		
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13 Standard Deluxe, twin sharing										
3	<p>Function Room</p> <ul style="list-style-type: none"> ● Provision of function room with dressed tables and chairs that can accommodate 30 pax ● Provision of one (1) projector and projector screen; PA system with minimum of five (5) wireless microphones; four (4) Easel boards with Easel sheets; four (4) Whiteboard with markers and eraser; Pen and pads; 									

	<ul style="list-style-type: none"> ● Provision of two (2) TPB secretariat table set-up at the back with three (3) chairs each, one (1) table for the facilitator/guest speaker and one (1) table for TPB secretariat; ● Provision of electric outlets/extension cord per table/cluster (including the registration and secretariat tables); ● Designated Wi-fi access within the function room; ● Direct LAN port connection and set-up for the TPB technical staff; 																
4	<p>Food and Beverage</p> <table border="1" data-bbox="293 472 1093 696"> <thead> <tr> <th data-bbox="293 472 580 517">Day 1</th> <th data-bbox="580 472 847 517">Day 2</th> <th data-bbox="847 472 1093 517">Day 3</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 517 580 562">● AM Snack</td> <td data-bbox="580 517 847 562">● AM Snack</td> <td data-bbox="847 517 1093 562">● AM Snack</td> </tr> <tr> <td data-bbox="293 562 580 607">● Buffet Lunch</td> <td data-bbox="580 562 847 607">● Buffet Lunch</td> <td data-bbox="847 562 1093 607">● Buffet Lunch</td> </tr> <tr> <td data-bbox="293 607 580 651">● PM Snack</td> <td data-bbox="580 607 847 651">● PM Snack</td> <td data-bbox="847 607 1093 651">● Packed PM</td> </tr> <tr> <td data-bbox="293 651 580 696">● Buffet Dinner</td> <td data-bbox="580 651 847 696">● Buffet Dinner</td> <td data-bbox="847 651 1093 696">Snack</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ● Buffet Lunch and Buffet Dinner inclusive of one round of soft drinks or iced tea for beverage ● AM and PM snacks inclusive of one round of drinks/refreshments ● Can accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free) ● Food to be served shall be fresh, hot and ready at least 30 minutes before each meal ● Drinking water for the participants ● Free-flowing brewed coffee and tea at the venue/function room ● Hot and cold-water dispenser at the venue/function room ● Complete set-up for buffet stations with: <ul style="list-style-type: none"> - All dinnerware and glassware necessary for the event - Waiters/Service personnel clad in clean uniforms - Buffet Table with setting - Clean linens with motif as specified/required for the event - Chairs and tables set-up during breakfast, lunch and dinner - Set-up ready one hour before the start of the activities <p>Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB</p>	Day 1	Day 2	Day 3	● AM Snack	● AM Snack	● AM Snack	● Buffet Lunch	● Buffet Lunch	● Buffet Lunch	● PM Snack	● PM Snack	● Packed PM	● Buffet Dinner	● Buffet Dinner	Snack	
Day 1	Day 2	Day 3															
● AM Snack	● AM Snack	● AM Snack															
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● PM Snack	● PM Snack	● Packed PM															
● Buffet Dinner	● Buffet Dinner	Snack															
5	<p>Transportation Service</p> <p>A. Participants Transportation</p> <ul style="list-style-type: none"> ● Three (3) units of van or One (1) unit of coaster (2018 or higher model) <ul style="list-style-type: none"> ○ Pick-up the TPB Personnel at the TPB Office (<i>Legaspi Towers, Roxas Boulevard corner P. Ocampo, Sr. St., Malate Manila</i>) on 06 November 2024 at 7:00 AM 																

	<ul style="list-style-type: none"> ○ Pick-up the TPB Personnel at the Venue in San Juan, Batangas on 08 November 2024 at 3:00 PM ● With comprehensive insurance ● Fully air-conditioned, clean, comfortable, presentable, and in good running condition ● Must be equipped with a fire extinguisher, provision for a cooler for water/ beverage, umbrellas, and first aid kit ● Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements ● Vehicles should be properly disinfected and sanitized <p>B. Driver Requirements:</p> <ul style="list-style-type: none"> ● Must be holder of VALID Professional Driver’s License ● With good personality and good grooming ● Must wear company ID all throughout the event ● Must submit daily trip ticket available when on/during duty ● Driver should have strong navigation skills ● Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination ● Equipped with GPS or Waze and charge units for phones <p>C. Other requirements:</p> <ul style="list-style-type: none"> ● The vehicle should not be included in the number coding hours during 06-08 November 2024 ● Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one-hour ● Including gasoline, parking, toll fees , driver’s meals, accommodation, overtime pay and other incidental costs. <p>Submit the following one (1) week prior to activity schedule:</p> <ul style="list-style-type: none"> ● OR and CR of the Van/Coaster to be used ● List of Drivers and copies of LTO issued Driver’s License 	
6	<p>Incidental, other miscellaneous and on-site related expenses amounting to FIFTEEN THOUSAND PESOS ONLY (PhP15,000.00). Billing shall be based on the actual cost and shall be supported by Official receipt.</p>	
7	<p>Designation of at least one (1) point person to facilitate coordination with TPB during the preparation and actual implementation.</p> <ul style="list-style-type: none"> ● Must be flexible and could adjust immediately to urgent requirements without additional costs to the client. ● Other arrangements that may be for approval by the TPB. 	

Name of signature of the authorized representative/date