

04 November 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-11-302
PR No. 11.001 / 2024-10-227
Requirements: SUPPLY AND DELIVERY OF PHILIPPINE DELICACIES AND OTHER BOOTH SUPPLIES FOR THE IBTM WORLD 2024

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>Supply and Delivery of the following Philippine Delicacies and Other Supplies to showcase Philippine products during IBTM World:</p> <p>PHILIPPINE DELICACIES (locally sourced)</p> <ul style="list-style-type: none"> Philippine Coffee <ul style="list-style-type: none"> 4.5 grams per piece 100 pieces at PhP35.00 each Coffee bean pods for Nespresso machine Preferably with CSR component/ 'for a cause' products/ or fair-trade practice Can come in various coffee flavors Mango Butterscotch <ul style="list-style-type: none"> 17 grams per piece 25 pieces per box/ pack 10 boxes/ packs at PhP350.00 each Butterscotch squares with mango bits Chocolate Mango <ul style="list-style-type: none"> 170 grams per box/ pack 12 pieces per box/ pack 16 boxes/ packs at PhP1,300.00 each Dried mangoes dipped in premium dark chocolate-dipped Individually wrapped Philippine gift cookies in a tin <ul style="list-style-type: none"> 5 tins (364 grams) with 28 pieces assorted cookies at PhP1,400.00 each; and 30 tins (70 grams) at PhP465.00 each 	<p>PhP35.00</p> <p>PhP350.00</p> <p>PhP1,300.00</p> <p>PhP1,400.00</p> <p>PhP465.00</p>	<p>PhP3,500.00</p> <p>PhP3,500.00</p> <p>PhP20,800.00</p> <p>PhP7,000.00</p> <p>PhP13,950.00</p>

<ul style="list-style-type: none"> • Choco peanut candy bar <ul style="list-style-type: none"> - 200 grams per pack - 12 pieces per pack - 10 packs at PhP125.00 each - Philippine brand - Big size (XL) <p><i>*If specific sizes/ pieces per pack are unavailable, the quantity of the proposed items must be equivalent to the above.</i></p> <p>PROJECT IMPLEMENTATION/SCHEDULE Indicative Delivery Date: 13 November 2024 Place of Delivery: Tourism Promotions Board 4/F, Legaspi Towers 300, Roxas Boulevard, Manila 1004</p> <p>QUALIFICATION OF BIDDER</p> <ul style="list-style-type: none"> • Must be a duly registered Philippine company engaged in the supply and delivery of general merchandise • Must be in operation for at least three (3) years <p>ADDITIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Please provide sample picture of items upon submission of quotation • All items must have a shelf life of at least six (6) months from the date of delivery • Total quoted price must be inclusive of all applicable taxes and fees • Must coordinate with end-user for the final products to be delivered • Any other requirements/adjustments to the projects/timeline as agreed upon by the supplier and end-user <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration <p>ATTACHMENTS</p> <ol style="list-style-type: none"> 1. Technical Specifications/ Terms of Reference 2. Statement of Compliance 	PhP125.00	PhP1,250.00
---	-----------	-------------

	NOTE 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days.		
Terms	Thirty (30) working days from the receipt of invoice/ billing.		
ABC	PhP50,000.00 inclusive of service charge and all applicable taxes.		PhP50,000.00

Please submit your **quotation, technical, and legal** documents duly signed by your authorized representative to email address ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than **11 November 2024, 12:00 NN**, 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.



JANET G. VILLAFRANCA
Officer-in-Charge
Procurement Management Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF PHILIPPINE DELICACIES AND OTHER BOOTH SUPPLIES FOR THE IBTM WORLD 2024

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>Supply and Delivery of the following Philippine Delicacies and Other Supplies to showcase Philippine products during IBTM World:</p> <p>Philippine Coffee</p> <ul style="list-style-type: none"> - 4.5 grams per piece - 100 pieces at PhP35.00 each - Coffee bean pods for Nespresso machine - Preferably with CSR component/ ‘for a cause’ products/ or fair-trade practice - Can come in various coffee flavors <p><i>*If specific sizes/ pieces per pack are unavailable, the quantity of the proposed items must be equivalent to the above.</i></p>	
2	<p>Mango Butterscotch</p> <ul style="list-style-type: none"> - 17 grams per piece - 25 pieces per box/ pack - 10 boxes/ packs at PhP350.00 each - Butterscotch squares with mango bits <p><i>*If specific sizes/ pieces per pack are unavailable, the quantity of the proposed items must be equivalent to the above.</i></p>	
3	<p>Chocolate Mango</p> <ul style="list-style-type: none"> - 170 grams per box/ pack - 12 pieces per box/ pack - 16 boxes/ packs at PhP1,300.00 each - Dried mangoes dipped in premium dark chocolate-dipped - Individually wrapped <p><i>*If specific sizes/ pieces per pack are unavailable, the quantity of the proposed items must be equivalent to the above.</i></p>	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

4	<p>Philippine gift cookies in a tin</p> <ul style="list-style-type: none"> - 5 tins (364 grams) with 28 pieces assorted cookies at PhP1,400.00 each; and - 30 tins (70 grams) at PhP465.00 each <p><i>*If specific sizes/ pieces per pack are unavailable, the quantity of the proposed items must be equivalent to the above.</i></p>	
5	<p>Choco peanut candy bar</p> <ul style="list-style-type: none"> - 200 grams per pack - 12 pieces per pack - 10 packs at PhP125.00 each - Philippine brand - Big size (XL) <p><i>*If specific sizes/ pieces per pack are unavailable, the quantity of the proposed items must be equivalent to the above.</i></p>	
6	<p>PROJECT IMPLEMENTATION/SCHEDULE <u>Indicative Delivery Date:</u> 13 November 2024 <u>Place of Delivery:</u> Tourism Promotions Board 4/F, Legaspi Towers 300, Roxas Boulevard, Manila 1004</p>	
7	<p>QUALIFICATION OF BIDDER</p> <ul style="list-style-type: none"> - Must be a duly registered Philippine company engaged in the supply and delivery of general merchandise - Must be in operation for at least three (3) years 	
8	<p>ADDITIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> - Please provide sample picture of items upon submission of quotation - All items must have a shelf life of at least six (6) months from the date of delivery - Total quoted price must be inclusive of all applicable taxes and fees - Must coordinate with end-user for the final products to be delivered - Any other requirements/adjustments to the projects/timeline as agreed upon by the supplier and end-user 	
9	<p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 	
10	<p>APPROVED BUDGET FOR THE CONTRACT (ABC) The approved budget for the contract (ABC) is FIFTY THOUSAND PESOS (PhP50,000.00) inclusive of service charge and all applicable taxes.</p>	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

11	<p>TERMS OF PAYMENT</p> <ul style="list-style-type: none">• Supplier must be willing to accept send-bill arrangement after the full completion of requirements.• Payment will be made through Land Bank of the Philippines (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.• One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA), or Billing addressed to: <p style="text-align: center;">ARNOLD T. GONZALES Acting Head, MICE Department Tourism Promotions Board Philippines 6/F, Five E-Com Center, Harbor Drive, MOA Complex, Pasay City</p>	
12	<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 full implementation of all deliverables.</p>	

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

TECHNICAL SPECIFICATIONS

PROVISION OF PHILIPPINE DELICACIES AND OTHER BOOTH SUPPLIES FOR THE INCENTIVE, BUSINESS TRAVEL, AND MEETINGS (IBTM) WORLD 2024

I. BACKGROUND

IBTM World (formerly known as EIBTM) is one of the major B2B events dedicated to the meetings, incentives, conferences and events (MICE) industry, taking place annually in Barcelona. The main goal of the event is to inspire the events world to deliver exceptional experiences for MICE customers. The show brings together the global meetings stakeholders for a three-day B2B meeting, with most Hosted Buyers coming from the European region. For 2024, the event expects some 2500+ participants composed of MICE destinations, hotels and suppliers to network with over 12,000 industry professionals from over 100 countries across the world.

II. OBJECTIVES

- Awareness of international MICE Organizers on the Philippines as a MICE destination of choice, the new Philippine MICE brand, and Philippine product and tourism offerings
- Generation of business leads and meetings between IBTM World buyers and the Philippine delegation
- Forged partnerships with private sector stakeholders and international Buyers for MICE programs
- Gained knowledge of MICE industry trends.

III. SCOPE OF WORK/SERVICES

Supply and delivery of the following Philippine delicacies and other supplies to showcase Philippine products during IBTM World:

ITEM	DESCRIPTION	QUANTITY	ESTIMATED AMOUNT
PHILIPPINE DELICACIES (locally sourced)			
Philippine Coffee	<ul style="list-style-type: none">• Coffee bean pods for Nespresso machine• Preferably with CSR component / 'for a cause' products / or fair-trade practice	<ul style="list-style-type: none">• 4.5 grams per piece• 100 pieces• Can come in various coffee flavors	PhP35.00 each PhP3,500.00
Mango Butterscotch	<ul style="list-style-type: none">• Butterscotch squares with mango bits	<ul style="list-style-type: none">• 17 grams per piece• 25 pcs / pack• 10 packs	P 350.00 each P3,500.00

Chocolate Mango	<ul style="list-style-type: none"> • Dried mangoes dipped in premium dark chocolate-dipped • Individually wrapped 	<ul style="list-style-type: none"> • 170g per box/ pack • 12 pcs per box/ pack • 16 boxes/ packs 	<p>PhP1,300.00 each</p> <p>PhP20,800.00</p>
Philippine gift cookies in a tin	<ul style="list-style-type: none"> • Philippine local heritage cookies • With flavors made with much loved local ingredients (i.e. kape barako, queso de bola, dark tsokolate, etc.) • Comes in tin cans / handmade gift box with a variety of Filipino-themed icon designs • Individually wrapped 	<ul style="list-style-type: none"> • 5 tins (364 grams) with 28 pieces assorted cookies at PhP1,400.00 each • 30 tins (70 grams) at PhP465.00 each 	PhP20,950.00
Choco peanut candy bar	<ul style="list-style-type: none"> • Philippine brand • Big size (XL) 	<ul style="list-style-type: none"> • 200 grams per pack • 12 pcs per pack • 10 packs 	<p>PhP125.00 each</p> <p>PhP1,250.00</p>

**If specific sizes / pieces per pack are unavailable, the quantity of the proposed items must be equivalent to the above.*

IV. PROJECT IMPLEMENTATION/SCHEDULE

Project Implementation: 19-21 November 2024

Venue: Barcelona, Spain

Indicative Delivery Date: 13 November 2024

(within office hours: 9:30AM-4:30PM)

Place of Delivery: Tourism Promotions Board

4/F, Legaspi Towers 300

Roxas Boulevard, Manila 1004

V. QUALIFICATION OF BIDDER

- Must be a duly registered Philippine company engaged in the supply and delivery of general merchandise
- Must be in operation for at least three (3) years

VI. OTHER REQUIREMENTS

- Please provide sample picture of items upon submission of quotation
- All items must have a shelf life of at least six (6) months from the date of delivery
- Total quoted price must be inclusive of all applicable taxes and fees

- Must coordinate with end-user for the final products to be delivered
- Any other requirements/adjustments to the projects/timeline as agreed upon by the supplier and end-user

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FIFTY THOUSAND PESOS (PHP50,000.00)** inclusive of all applicable taxes and fees.

VIII. TERMS OF PAYMENT

Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA), or Billing addressed to:

ARNOLD T. GONZALES
Acting Head, MICE Department
Tourism Promotions Board Philippines

The supplier must have 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.

IX. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

X. PROJECT OFFICERS CONTACT INFORMATION

TPB-MICE Department Project Officers:

Jasmin B. Parra
Jas_parra@tpb.gov.ph

Marietta Santillan
mayette_santillan@tpb.gov.ph