



26 November 2024

REQUEST FOR QUOTATION

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

RFQ No.

TPB RFQ 2024-11-336

PR No.

11.036 / 2024-11-254

Requirements:

RENTAL OF PLANTS FOR TWELVE (12) MONTHS (January to December 2025)

Quantity	Item/Description		Estimated Unit Price	Total Cost (PhP)
Lot 1	Rental of Plants for Twelve (12) Months			
	SCOPE OF WORK/SERVICES/DELIVERABLE	ES .		
	Winning bidder to provide plants based type/class:	on the following		
	Plant Type / Description	Quantity		
	Large floor plant – Class A 5 ft.	2	PhP3,000.00	PhP6,000.00
	Large floor plant – Class A 4 ft.	1	PhP3,000.00	PhP3,000.00
	Medium floor plant – Class B 3-4ft.	2	PhP1,000.00	PhP2,000.00
	Table top plant - Class A (preferably Orchid, or any similar type)	1	PhP4,000.00	PhP4,000.00
	Large floor plant - Class A 4 ft.	2	PhP3,000.00	PhP6,000.00
	Medium floor plant - Class C 3-4 ft.	2	PhP600.00	PhP1,200.00
	Table top plant - Class B (preferably Orchid, or any similar type)	2	PhP1,500.00	PhP3,000.00
	Medium floor plant- Class C 3-4 ft.	12	PhP600.00	PhP7,200.00
	Table top plant - Class C	12	PhP500.00	PhP6,000.00
	Large floor plant - Class C 4 ft.(vertical)	1	PhP600.00	PhP600.00
	Large floor plant - Class C 4 ft.	3	PhP600.00	PhP1,800.00
	Medium floor plant - Class C 3-4 ft. (vertical)	3	PhP600.00	PhP1,800.00
	Large floor plant - Class B 4 ft.	3	PhP1,000.00	PhP3,000.00
	Table top plant - Class B (preferably Orchid, or any similar type)	1	PhP2,000.00	PhP2,000.00
	Hanging plants (preferably Pothos, or any similar type)	10	PhP350.00	PhP3,500.00
	Table top plant - Class C	1	PhP500.00	PhP500.00
	Small floor plants for plant boxes (6 pcs per box)	12	PhP1,000.00	PhP12,000.00
	Large floor plant - Class C 4 ft. (vertical)	6	PhP500.00	PhP3,000.00
			monthly total=	PhP66,600.00 <u>X 12 months</u> PhP799,200.0 0







	B. Inclusion:	1995
	1. White or beige clay / ceramic/terracotta pots for each	
	plant, with drain plates.	
	2. Weekly maintenance, watering, and cleaning of the	
	plants.	
	3. Guaranteed and free replacement of the plants that	
	are withering.	
	4. Free delivery and pull-out of plants to and from TPB.	
	C. Other Requirements	
	1. Winning bidder shall provide a list of proposed kind of	
	plant (with photo) per line item listed above, subject to	
	approval of TPB.	
	2. Winning bidder should provide a weekly schedule of	
	plants maintenance to TPB Property Management and	
	General Services Division (PMGSD) for the necessary	
	processing of work/entry permit.	
	3. Winning bidder should be able to comply with the	
	existing TPB and Building Administration's (Five E-	
	Com) building premises guidelines.	
	ADDITIONAL TECHNICAL REQUIREMENTS:	
	1. Company Profile	
	Accomplished Statement of Compliance to the Technical	
	Specification Annex "A"	
	3. SEC/DTI Certificate of Registration	
	4. Duly Signed Bid Quotation/Proposal	
	LEGAL REQUIREMENTS:	
	PhilGEPS Registration Certificate	
	Business/Mayor's Permit	
	Business/Income Tax Return Certificate	
	Notarized Revised Omnibus Sworn Statement	
	NOTE:	
	1. All entries must be typewritten in your company	
	letterhead.	
	2. Price validity shall be for a period of thirty (30) calendar	
	days.	
Delivery	Must be delivered within seven (7) days upon approval of	
T-00000000	the TPB on the final choice of plants.	
Terms	30 days upon receipt of invoice	DI 0700 200 00
ABC	PhP799,200.00 inclusive of all applicable fees and taxes	PhP799,200.00

Please submit your quotation and legal documents duly signed by your authorized representative to email address kristine_aclan@tpb.gov.ph/ bac sec@tpb.gov.ph or to the office address 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, not later than 3 December 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.

JANET G. WILLAFRANCA

Officer-in-Charge

Procurement Management Division

Contact person: Kristine Heizelle B. Aclan

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

RENTAL OF PLANTS FOR TWELVE (12) MONTHS (JANUARY TO DECEMBER 2025)

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
SCOPE OF V	VORK/SERVICES/DELIVERABLES		
	Winning bidder to provide plants based on	the following	
	type/class:		
		antity	
	Large floor plant – Class A 5 ft.	2	
	Large floor plant – Class A 4 ft.	1	
	Medium floor plant – Class B 3-4ft.	2	
	Table top plant - Class A (preferably Orchid, or any similar type)	1	
	Large floor plant - Class A 4 ft.	2	
	Medium floor plant - Class C 3-4 ft.	2	
	Table top plant - Class B (preferably Orchid, or any similar type)	2	
	Medium floor plant- Class C 3-4 ft.	12	
1	Table top plant - Class C	12	
_	Large floor plant - Class C 4 ft.(vertical)	1	
	Large floor plant - Class C 4 ft.	3	
	Medium floor plant - Class C 3-4 ft. (vertical)	3	
	Large floor plant - Class B 4 ft.	3	
	Table top plant - Class B (preferably Orchid, or any similar type)	1	
	Hanging plants (preferably Pothos, or any similar type)	10	
	Table top plant - Class C	1	
	Small floor plants for plant boxes (6 pcs per box)	12	
	Large floor plant - Class C 4 ft. (vertical)	6	
2	White or beige clay / ceramic/terracotta pots for each plates.	plant, with drain	
3	Weekly maintenance, watering, and cleaning of the plan	ts.	
4	Guaranteed and free replacement of the plants that are		
5	Free delivery and pull-out of plants to and from TPB.	J	
Other Requ			
Other Requ	Winning bidder shall provide a list of proposed kind of p	plant (with photo)	
6	per line item listed above, subject to approval of TPB.	nant (with photo)	

Quotation No. <u>TPB RFQ 2024-11-336</u> **PR No.** 11.036/2024.11.254

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

Winning bidder should provide a weekly schedule of plants maintenance to TPB Property Management and General Services Division (PMGSD) for the necessary processing of work/entry permit 8 Winning bidder should be able to comply with the existing TPB and Building Administration's (Five E-Com) building premises guidelines. Pelivery Delivery should be made within seven (7) days upon approval of the TPB of the final choice of plants. The bidder shall notify our Property Management and General Services Division (PMGSD) at least 3days prior to the delivery. Delivery Address: TOURISM PROMOTIONS BOARD 6th Floor, Five-ECOM Center Mall of Asia Complex, Pasay City Contract Duration Shall be effective for twelve (12) months from the start of the implementation schedule		
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Delivery Address: TOURISM PROMOTIONS BOARD 6th Floor, Five-ECOM Center Mall of Asia Complex, Pasay City Contract Duration Shall be effective for twelve (12) months from the start of the		Management and General Services Division (PMGSD) at least 3days prior
Delivery Address: TOURISM PROMOTIONS BOARD 6th Floor, Five-ECOM Center Mall of Asia Complex, Pasay City Contract Duration Shall be effective for twelve (12) months from the start of the		to the delivery.
Delivery Address: TOURISM PROMOTIONS BOARD 6th Floor, Five-ECOM Center Mall of Asia Complex, Pasay City Contract Duration Shall be effective for twelve (12) months from the start of the	0	
6th Floor, Five-ECOM Center Mall of Asia Complex, Pasay City Contract Duration Shall be effective for twelve (12) months from the start of the	9	Delivery Address:
Mall of Asia Complex, Pasay City Contract Duration Shall be effective for twelve (12) months from the start of the		TOURISM PROMOTIONS BOARD
Contract Duration Shall be effective for twelve (12) months from the start of the		6th Floor, Five-ECOM Center
Shall be effective for twelve (12) months from the start of the		Mall of Asia Complex, Pasay City
Shall be effective for twelve (12) months from the start of the	Contract I	Juration
10	Contract	
implementation schedule	10	` '
		Implementation scriedule
	Name	of Company/Bidder Signature over Printed Name Date
Name of Company/Bidder Signature over Printed Name Date		of Representative

Quotation No. <u>TPB RFQ 2024-11-336</u> **PR No.** 11.036/2024.11.254

TECHNICAL SPECIFICATIONS Rental of Plants for Twelve (12) Months

A. PROJECT

Rental of plants for twelve (12) months for the new TPB office at Five E-Com Center.

B. BACKGROUND

The Tourism Promotions Board (TPB) has been renting office plants on a yearly basis in its previous address at Legaspi Towers 300. Following its transfer to the new office at Five E-Com Center, TPB needs to rent plants to be placed in the reception and various areas of the office.

C. TECHNICAL SPECIFICATIONS

1. Provision of the following plants for twelve (12) months

Plant Type/Description	Quantity	Location	Unit Price	Total Price
Large floor plant - Class A 5 ft.	2	Reception	3,000.00	6,000.00
Large floor plant - Class A 4 ft.	1	1 COO's office	3,000.00	3,000.00
Medium floor plant - Class B 3-4 ft.	2	COO's office	1,000.00	2,000.00
Table top plant - Class A (preferably Orchid, or any similar type)	1	COO's office	4,000.00	4,000.00
Large floor plant - Class A 4 ft.	2	ODCOO-MP ODCOO-CA	3,000.00	6,000.00
Medium floor plant - Class C 3-4 ft.	2	ODCOO-MP ODCOO-CA	600.00	1,200.00
Table top plant - Class B (preferably Orchid, or any similar type)	2	ODCOO-MP ODCOO-CA	1,500.00	3,000.00

Medium floor plant - Class C 3-4 ft.	12	IAO OCBS Legal CPBD MISD IPD DPD MICE MARCOM Finance Admin COA	600.00	7,200.00
Table top plant - Class C	12	IAO OCBS Legal CPBD MISD IPD DPD MICE MARCOM Finance Admin COA	500.00	6,000.00
Large floor plant - Class C 4 ft. (vertical)	1	Pantry	600.00	600.00
Large floor plant - Class C 4 ft.	3	Activity Rooms	600.00	1,800.00
Medium floor plant - Class C 3-4 ft. (vertical)	3	Meeting Rooms	600.00	1,800.00
Large floor plant - Class B 4 ft.	3	Reception	1,000.00	3,000.00
Table top plant - Class B (preferably Orchid, or any similar type)	1	Reception	2,000.00	2,000.00
Hanging plants (preferably Pothos, or any similar type)	10	Hallway (white boxes display)	350.00	3,500.00
Table top plant - Class C	1	Cash Unit	500.00	500.00
Small floor plants for plant boxes (6 pcs per box)	12	Plant boxes	1,000.00	12,000.00
Large floor plant - Class C 4 ft. (vertical)	6	Hallway	500.00	3,000.00

Monthly Total	66,600.00
Grand Total (x 12)	

- 2. White or beige clay/ceramic/terracotta pots for each plant, with drain plates.
- 3. Weekly maintenance, watering, and cleaning of the plants.
- 4. Guaranteed and free replacement of the plants that are withering.
- 5. Free delivery and pull-out of plants to and from TPB.

D. OTHER REQUIREMENTS

- 1. Winning bidder shall provide a list of proposed kind of plant (with photo) per line item listed above, subject to approval of TPB.
- 2. Winning bidder should provide a weekly schedule of plants maintenance to TPB Property Management and General Services Division (PMGSD) for the necessary processing of work/entry permit.
- 3. Winning bidder should be able to comply with the existing TPB and Building Administration's (Five E-Com) building premises guidelines.

E. LEGAL REQUIREMENTS

- 1. PhilGEPS Registration Certificate
- 2. Business/Mayor's permit
- 3. SEC/DTI Registration Certificate
- 4. Income/Business Tax Return
- 5. Notarized Omnibus Sworn Statement
- 6. Duly Signed Bid Quotation/Proposal
- 7. Duly Accomplished Statement of Compliance to the Technical Specifications ("Annex A")
- 8. Company Profile (new supplier)

F. APPROVED BUDGET FOR THE CONTRACT

Approved budget for the twelve (12) months plant rental is **Seven Hundred Ninety-Nine Thousand Two Hundred Pesos (PHP799,200.00)** inclusive of all applicable taxes.

G. DELIVERY

Delivery should be made within seven (7) days upon approval of the TPB of the final choice of plants. The bidder shall notify our Property Management and General Services Division (PMGSD) at least 3days prior to the delivery.

Delivery Address: TOURISM PROMOTIONS BOARD 6th Floor, Five-ECOM Center Mall of Asia Complex, Pasay City

H. TERMS OF PAYMENT

Payment will be on a send-bill arrangement, thirty (30) working days upon receipt of monthly Statement of Account/Billing. Supplier is encouraged to 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.

I. PROJECT OFFICERS CONTACT INFORMATION:

PAULA JESUSA GRANALE EDGAR PARROCHA
Acting Head Administrative Officer III
PMGSD PMGSD

Email: paula_granale@tpb.gov.ph Email: edgar_parrocha@tpb.gov.ph Contact No.: 02 8525-9318 loc. 278 Contact No.: 02 8525-9318 loc. 278

Omnibus Sworn Statement (Revised) [shall be submitted with the Bid]

EPUBLIC OF THE PHILIPPINES)	
ITY/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 WITHESS WHEREOF, I have hereunto set my hand this day of , 20 at , Fillippi	I have hereunto set my hand this day of , 20 at	, Philippines
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[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]