




5 November 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-11-303
PR No. 10.044 / 2024-10-228
Requirements: Supply and Delivery of Non-Monetary Incentive for the ISO 9001:2015 Recertification Audit

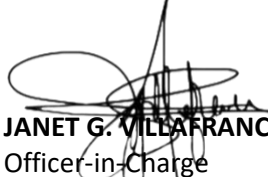
Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
	SCOPE OF WORK/SERVICES/DELIVERABLES		
105 pcs	<p>Rechargeable Handheld Fan</p>  <ul style="list-style-type: none"> Mini Portable Jet Fan with 5000 mAh battery, USB fan, five adjustable speed settings, wind speed of 6.5m/s, 12-18 hours of battery life, type-C charging port Provide sample upon submission of quotation 	PhP 1,300.00	PhP136,500.00
105 pcs	<p>Luggage</p>  <ul style="list-style-type: none"> 37x24x58, 22 inch expandable and water-resistant shell, hard case luggage, all magnesium aluminum alloy luggage, anti-collision suitcase with hooks, 360 degrees universal 4-wheel, polyester lining Provide sample upon submission of quotation 	PhP 5,330.00	PhP559,650.00
105 pcs	<p>Luggage Cover</p>  <ul style="list-style-type: none"> 22-24-inch-thick anti-scratch "Love the Philippines" luggage cover, high-elastic polyester fabric with 3 holes (wheels and lever) and zipper closure. Note: Lay-out/design will be given to the winning bidder upon issuance of NOA 	PhP 520.00	PhP54,600.00

	<p>Note: All samples must be submitted to the end-user for approval before mass production.</p> <p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Compliance to the Technical Specification Annex "A" 3. SEC/DTI Certificate of Registration <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Business/Income Tax Return Certificate 4. Notarized Revised Omnibus Sworn Statement <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. 		
Delivery	Must be delivered on 27 December 2024		
Terms	30 days from receipt of Invoice		
ABC	PhP750,750.00 inclusive of all applicable fees and taxes		PhP750,750.00

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 not later than **11 November 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. VILAFRANCA
Officer-in-Charge
Procurement Management Division

Contact person: Kristine Heizelle B. Aclan

Quotation No. TPB-PR.2024.11.303
PR No. 10.044

TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF NON-MONETARY INCENTIVE FOR THE ISO 9001:2015 RECERTIFICATION AUDIT

I. BACKGROUND:

Pursuant to CSC MC No. 06, s. 2022 and CSC-Approved TPB PRAISE, the TPB provides non-monetary incentives to recognize, acknowledge, and reward productive, creative, innovative, and ethical behavior of employees. It is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups including but not limited to suggestions, inventions, superior accomplishments and other efforts which contribute to the efficiency, economy and improvement in government operations, or for other extraordinary acts or services in the public interest.

II. OBJECTIVES



To provide non-monetary incentives to its qualified employees for the successful ISO 9001:2015 Recertification Audit conducted last 08 August 2024.

III. SCOPE OF WORK AND SERVICES

Supply and delivery of the following:

Lot No.	Quantity	Item	Description	Amount
1	105	Rechargeable Handheld Fan Peg: 	Mini Portable Jet Fan with 5000 mAh battery, USB fan, five adjustable speed settings, wind speed of 6.5m/s, 12-18 hours of battery life, type-C charging port	P136,500.00

TECHNICAL SPECIFICATIONS
NON-MONETARY INCENTIVE FOR THE ISO 9001:2015 RECERTIFICATION AUDIT

			*Provide sample upon submission of quotation	
2	105	<p>Luggage</p> <p>Peg:</p> 	<p>37x24x58, 22 inch expandable and water-resistant shell, hard case luggage, all magnesium aluminum alloy luggage, anti-collision suitcase with hooks, 360 degrees universal 4-wheel, polyester lining</p> <p>* Provide sample upon submission of quotation</p>	P559,650.00
3	105	<p>Luggage Cover</p> <p>Peg:</p> 	<p>22-24 inch thick anti-scratch "Love the Philippines" luggage cover, high-elastic polyester fabric with 3 holes (wheels and lever) and zipper closure.</p> <p>*Lay-out/design will be given to the winning bidder upon issuance of NOA</p>	P54,600.00
			TOTAL AMOUNT	P750,750.00

All samples must be submitted to the end-user for approval before mass production.

IV. PROJECT IMPLEMENTATION SCHEDULE

Delivery Date : 27 December 2024

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

**SEVEN HUNDRED FIFTY THOUSAND SEVEN HUNDRED FIFTY PESOS
(P750,750.00)** inclusive of all applicable taxes and fees.

VI. TERMS OF PAYMENT

Payment will be on a send-bill arrangement, thirty (30) days upon receipt of 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.

VII. CONTRACT DURATION

One-time engagement and shall commence from the issuance of Notice to Proceed (NTP) until full and complete delivery of requirements.

VIII. PROJECT OFFICER'S CONTACT INFORMATION

ROSSANDRA AMYTHEA Q. CAYAGO

Email: amy_cayago@tpb.gov.ph

Cellphone No.: 0968-8560832

HAZEL F. SILVA

Email: hazel_francisco@tpb.gov.ph

Cellphone No.: 0969-5626228

LYKA R. RAGOT

Email: lyka_ragot@tpb.gov.ph




Cellphone No.: 0908-7026051

Direct Line: 8-524-5739 / Trunkline: 8-525-9318 local 207

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF NON-MONETARY INCENTIVE FOR THE ISO 9001:2015 RECERTIFICATION AUDIT

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>Rechargeable Handheld Fan</p> <ul style="list-style-type: none"> Mini Portable Jet Fan with 5000 mAh battery, USB fan, five adjustable speed settings, wind speed of 6.5m/s, 12-18 hours of battery life, type-C charging port Provide sample upon submission of quotation <p>Peg:</p> <div style="text-align: center;">  </div>	
2	<p>Luggage</p> <ul style="list-style-type: none"> 37x24x58, 22 inch expandable and water-resistant shell, hard case luggage, all magnesium aluminum alloy luggage, anti-collision suitcase with hooks, 360 degrees universal 4-wheel, polyester lining Provide sample upon submission of quotation <p>Peg:</p> <div style="text-align: center;">  </div>	
3	<p>Luggage Cover</p> <ul style="list-style-type: none"> 22-24-inch-thick anti-scratch “Love the Philippines” luggage cover, high-elastic polyester fabric with 3 holes (wheels and lever) and zipper closure. Lay-out/design will be given to the winning bidder upon issuance of NOA <p>Peg:</p> <div style="text-align: center;">  </div>	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

4	<p>PROJECT IMPLEMENTATION SCHEDULE Delivery at the TPB Office at 6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 on 27 December 2024</p>	
5	<p>ADDITIONAL TECHNICAL REQUIREMENTS: a. Company Profile (for new bidder) b. Accomplished Statement of Compliance to the Technical Specification c. SEC/DTI Certificate of Registration</p> <p>Bidders Responsibilities: All samples must be submitted to the end-user for approval before mass production.</p>	
6	<p>LEGAL REQUIREMENTS: a. PhilGEPS Registration Certificate b. Business/Mayor's Permit c. Business/Income Tax Return Certificate d. Notarized Revised Omnibus Sworn Statement</p>	
7	<p>APPROVED BUDGET FOR THE CONTRACT (ABC) The ABC is SEVEN HUNDRED FIFTY THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY (PhP750,750.00) inclusive of all applicable fees and taxes.</p>	
8	<p>TERMS OF PAYMENT Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.</p> <p>The following documents should be submitted by the winning bidder for the processing of payment:</p> <ul style="list-style-type: none"> • Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant fee addressed to: <p style="text-align: center;">ROSSANDRA AMYTHEA Q. CAYAGO Acting Head Personnel and Human Resources Development Division Tourism Promotions Board 6/F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City</p> <ul style="list-style-type: none"> • Copy of Official Receipt <p style="text-align: center;">Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.</p> <p>Submission of the Original copy of Statement of Account / Billing Statement and Official Receipt shall be c/o of the supplier.</p>	
9	<p>CONTRACT DURATION 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

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

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]