

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-12-364
PR No. 12.006
Requirements: SUPPLY AND DELIVERY OF FOOD PACKS FOR THE FY 2025 TPB ISO 9001:2015

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)																						
	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>The TPB is seeking a service provider to handle the supply and delivery of Bento Lunch, AM and PM snacks set with drinks for each serving, <u>inclusive of the delivery charges</u> for:</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Dates*</th> </tr> </thead> <tbody> <tr> <td>ISO 9001:2015 Internal Quality Audit (Opening Meeting)</td> <td>27 January 2025</td> </tr> <tr> <td>ISO 9001:2015 Internal Quality Audit (Closing Meeting)</td> <td>07 February 2025</td> </tr> </tbody> </table> <p>Budget: PhP360,000.00</p> <p><i>*Dates are indicative and may be subject to change with due notice of five (5) calendar days in advance to the service provider; the final pax count will be confirmed to the service provider five (5) calendar days before the activity date</i></p> <p>1. The service provider must have the capability and resources to supply food packs and deliver them to the TPB office on or before the serving schedule listed below:</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Serving Time</th> </tr> </thead> <tbody> <tr> <td>AM snacks</td> <td>8:30 AM</td> </tr> <tr> <td>Bento Lunch</td> <td>11:00 AM</td> </tr> <tr> <td>PM snacks</td> <td>3:00 PM</td> </tr> </tbody> </table> <p>2. Venue: 6F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City</p> <p>3. Number of Pax:</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Number of Pax</th> </tr> </thead> <tbody> <tr> <td>27 January 2025 (Opening)</td> <td>180 pax</td> </tr> <tr> <td>07 February 2025 (Closing)</td> <td>180 pax</td> </tr> </tbody> </table> <p>4. Provision of the following meals:</p> <table border="1"> <tbody> <tr> <td>a.</td> <td>AM and PM snacks: Inclusive of one round of soda, tea, or fruit juice</td> </tr> </tbody> </table>	Particulars	Dates*	ISO 9001:2015 Internal Quality Audit (Opening Meeting)	27 January 2025	ISO 9001:2015 Internal Quality Audit (Closing Meeting)	07 February 2025	Particulars	Serving Time	AM snacks	8:30 AM	Bento Lunch	11:00 AM	PM snacks	3:00 PM	Particulars	Number of Pax	27 January 2025 (Opening)	180 pax	07 February 2025 (Closing)	180 pax	a.	AM and PM snacks: Inclusive of one round of soda, tea, or fruit juice		PhP360,000.00
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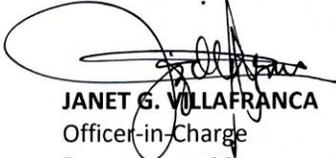
	<p>(preferred snacks: sandwiches and pasta)</p> <p>b. Bento Lunch: Minimum of three (3) main courses (chicken/ beef/ pork), one (1) soup, one (1) vegetable, one (1) dessert, and inclusive of one (1) round of soda, tea, or fruit juice</p> <p>c. Coffee station: Includes all necessary paraphernalia (limited to the number of pax, inclusive of sugar and creamer) – can be arranged with AM snacks</p> <p>d. Special Diets: Can accommodate specific dietary needs (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</p> <p>e. Meals must be in sealed microwavable packaging</p>								
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<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 4. Omnibus Sworn Statement 									

	<p>ATTACHMENTS</p> <ol style="list-style-type: none"> 1. Technical Specifications/ Terms of Reference 2. Statement of Compliance <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. 		
Terms	Thirty (30) working days from the receipt of invoice/ billing.		
ABC	PhP360,000.00 inclusive of all applicable fees and taxes.		PhP360,000.00

Please submit your **quotation, with the technical and legal** documents duly signed by your authorized representative to email address [ada_cruz@tpb.gov.ph/](mailto:ada_cruz@tpb.gov.ph) bac_sec@tpb.gov.ph not later than **26 December 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 FOOD PACKS FOR THE FY 2025 TPB ISO 9001:2015

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>The TPB is seeking a service provider to handle the supply and delivery of Bento Lunch, AM and PM snacks set with drinks for each serving, <u>inclusive of the delivery charges</u> for:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Particulars</th> <th style="width: 50%;">Dates*</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">ISO 9001:2015 Internal Quality Audit (Opening Meeting)</td> <td style="text-align: center;">27 January 2025</td> </tr> <tr> <td style="text-align: center;">ISO 9001:2015 Internal Quality Audit (Closing Meeting)</td> <td style="text-align: center;">07 February 2025</td> </tr> </tbody> </table> <p><i>*Dates are indicative and may be subject to change with due notice of five (5) calendar days in advance to the service provider; the final pax count will be confirmed to the service provider five (5) calendar days before the activity date</i></p>	Particulars	Dates*	ISO 9001:2015 Internal Quality Audit (Opening Meeting)	27 January 2025	ISO 9001:2015 Internal Quality Audit (Closing Meeting)	07 February 2025			
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STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

			<p>(1) soup, one (1) vegetable, one (1) dessert, and inclusive of one (1) round of soda, tea, or fruit juice</p> <p>c. Coffee station: Includes all necessary paraphernalia (limited to the number of pax, inclusive of sugar and creamer) – can be arranged with AM snacks</p> <p>d. Special Diets: Can accommodate specific dietary needs (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</p> <p>e. Meals must be in sealed microwavable packaging</p>							
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10	<p>CONTRACT DURATION</p> <p>The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) and will remain in effect until the completion of all deliverable/services.</p>									

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF FOOD PACKS FOR THE FY 2025 TPB ISO 9001:2015 INTERNAL QUALITY AUDIT (OPENING AND CLOSING MEETING)

I. BACKGROUND

The Tourism Promotions Board (TPB) adopted the ISO Standard on Quality Management System (QMS) and was certified in 2015. As part of TPB's ISO 9001 QMS maintenance, an Internal Quality Audit is scheduled from 27 January 2025 to 07 February 2025. This audit will be conducted by designated TPB Auditors and Auditees. During this activity, an Opening and Closing Ceremony will be part of the program to present the Internal Quality Audit Plan and Audit Findings Report.

II. OBJECTIVES

The activity requires the provision of meals for TPB Personnel involved in the following whole-day events:

Particulars	Dates*
ISO 9001:2015 Internal Quality Audit (Opening Meeting)	27 January 2025
ISO 9001:2015 Internal Quality Audit (Closing Meeting)	07 February 2025

** Dates are indicative and may be subject to change with due notice of five (5) calendar days in advance to the service provider*

III. SCOPE OF WORK/SERVICES/DELIVERABLES

The TPB is seeking a service provider to handle the supply and delivery of Bento Lunch, A.M. and P.M. Snack sets with drinks for each serving, inclusive of the delivery charges for:

Particulars	Dates**
ISO 9001:2015 Internal Quality Audit (Opening Meeting)	27 January 2025
ISO 9001:2015 Internal Quality Audit (Closing Meeting)	07 February 2025
Budget: PhP360,000.00	

*** Dates are indicative and may be subject to change with due notice of five (5) calendar days in advance to the service provider; the final pax count will be confirmed to the service provider five (5) calendar days before the activity date*

1. The service provider must have the capability and resources to supply food packs and deliver them to the TPB Office on or before the serving schedule listed below:

Particulars	Serving Time
A.M. Snacks	08:30 A.M.
Bento Lunch	11:00 A.M.
P.M. Snacks	03:00 P.M.

2. Venue:

- 6F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

3. Number of Pax:

Particulars	Number of Pax
27 January 2025 (Opening)	180 pax
07 February 2025 (Closing)	180 pax

4. Provision of the following meals:

a.	A.M. and P.M. Snacks: Inclusive of one round of soda, tea, or fruit juice (preferred snacks: sandwiches and pasta)
b.	Bento Lunch: Minimum of three (3) main courses (chicken/beef/pork), (1) one soup, (1) one vegetable, (1) one dessert, and inclusive of one round of soda, tea, or fruit juice
c.	Coffee Station: Includes all necessary paraphernalia (limited to the number of pax, inclusive of sugar and creamer) - can be arranged with A.M. Snacks
d.	Special Diets: Can accommodate specific dietary needs (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)
e.	Meals must be in sealed microwavable packaging

5. The menu selection must submitted along with the bidding documents.
6. Designation of uniformed service personnel.

IV. IMPLEMENTATION

- ❖ Opening and Closing Meeting of ISO 9001:2015 Internal Quality Audit

Particulars	Dates*
ISO 9001:2015 Internal Quality Audit (Opening Meeting)	27 January 2025
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V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be owned, operated and legally registered under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)
3. Must provide a meal sample for food tasting upon issuance of the Notice to Proceed (NTP) no later than two (2) weeks before the implementation dates (27 January 2025 and 07 February 2025)

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **THREE HUNDRED SIXTY THOUSAND PESOS ONLY (PhP 360,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

1. Payment will be made through Landbank of the Philippines (LBP) bank deposit. Suppliers without an LBP account will shoulder applicable bank charges;
2. Must be willing to accept a send-bill arrangement; and
3. The supplier must provide the original copy of Statement of Account / Billing Statement / Official Receipt to the TPB Office, otherwise, payment will not be processed.
4. Full payment will be made within thirty (30) working days upon receipt of the Statement of Account/Billing Statement.

VIII. CONTRACT DURATION

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) and will remain in effect until the completion of all deliverable/services.

IX. PROJECT OFFICER'S CONTACT INFORMATION

MILLISA M. NUADA

Telephone Nos.: (02) 8525 9318 to 27 Local 210

Email address: millisa_nuada@tpb.gov.ph

SHERYLL ANN R. KARUNUNGAN

Telephone Nos.: (02) 8525 9318 to 27 Local 212

Email address: sheryll_karunungan@tpb.gov.ph