

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-12-376
PR No. 12.006
Requirements: SUPPLY AND DELIVERY OF FOOD PACKS FOR THE FY 2025 TPB ISO 9001:2015 (2ND POSTING)

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>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>Venue: 6F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City</p> <p>Number of Pax:</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	Particulars	Serving Time	AM snacks	8:30 AM	Bento Lunch	11:00 AM	PM snacks	3:00 PM	PhP360,000.00	PhP360,000.00
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Particulars			Number of Pax
27	January	2025	180 pax
(Opening)			
07	February	2025	180 pax
(Closing)			

Provision of the following meals:

	AM and PM snacks: Inclusive of one round of soda, tea, or fruit juice (preferred snacks: sandwiches and pasta)
	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
	Coffee station: Includes all necessary paraphernalia (limited to the number of pax, inclusive of sugar and creamer) – can be arranged with AM snacks
	Special Diets: Can accommodate specific dietary needs (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)
	Meals must be in sealed microwavable packaging

The menu selection must be submitted along with the bidding documents.

Designation of uniformed service personnel.

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
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*

	<p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 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 and 07 February 2025) <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. Notarized 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 **06 January 2025, 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.


ROSELLE D. ROMERO
 Acting Head
 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 2ND POSTING

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: 60%;">Particulars</th> <th style="width: 40%;">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><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

		one (1) vegetable, one (1) dessert, and inclusive of one (1) 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 AM 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							
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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

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]

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