

REQUEST FOR QUOTATION

December 20, 2025

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

Request for Quotation No. 2025-01-014

REQUIREMENTS: Supply and Delivery of Packed Food and Beverage Requirements for FY 2025 TPB Walkthrough Meetings

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF SERVICES/DELIVERABLES</p> <p>REQUIREMENT: Packed Meals Php 20,000.00 x 13 meetings = Php 260,000.00</p> <p>PARTICULARS:</p> <p>1. Food and Beverage</p> <ul style="list-style-type: none"> ● Packed lunch inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main entrees excluding vegetables in the count) ● Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified ● Use of packaging should be sustainable (ex: no bottled waters and single-use plastic, use biodegradable materials, etc.) ● Minimum guarantee of 36 pax per event. ● Inclusive of delivery charges within Metro Manila for 36 pax ● The service provider must assign a person-in-charge of pre-delivery and delivery preparations who will: <ul style="list-style-type: none"> O coordinate with TPB; and O timely reply to and address all concerns. <p>Additional Requirements:</p>	PhP260,000.00	PhP260,000.00

1. Actual date and number of pax is subject to confirmation one (1) week the event, provided that there shall be an equitable adjustment in the contract price for the increase/decrease of pax relative to the estimated 36 pax for the walkthrough meeting.
2. Provide cost per head in case of increase/decrease of pax in relation to the estimated no. of pax.
3. Any other arrangements that may be mutually agreed upon by TPB and the supplier.
4. The service provider must have the capability and resources to provide catering services and deliver them to the TPB Office at 6th Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City.
5. Actual date and number of pax is subject to confirmation one (1) week before the event, provided that there shall be an equitable adjustment in the contract price for the increase/decrease of pax relative to the estimated 36 pax.
6. The proposals shall include the incidental service requirements and fees.
7. The quoted price for adjustments should there be sponsorship and discounts for some of the package components shall be deducted from the total bid price and not from the ABC.
8. Any other arrangements that may be mutually agreed upon by TPB and the supplier.
9. Bidders must have at least three (3) years' experience in holding/ staging social events and functions for domestic and/ or international conferences, meetings, congresses, parties, et. al;
10. Bidders must be a DOT-accredited hotel or restaurant or Food and beverage supplier, or catering service provider.

PROJECT IMPLEMENTATION AND PAYMENT SCHEDULE

Deliverables	(Indicative) Dates	Payment Schedule
1. Packed Food and Beverage for Regular and Special Board of Directors' Walkthrough Meetings (minimum guarantee of 36 pax)	February 11, 2025 March 11, 2025 April 8, 2025 May 13, 2025 June 10, 2025 July 8, 2025 August 12, 2025 September 9, 2025 October 13, 2025 November 11, 2025 November 28, 2025 *Two dates TBD for special walkthrough meeting *	Within thirty (30) days from TPB's receipt of the bill / invoice

** Dates and venue are subject to be finalized one (1) week prior or in unexpected cases at least three (3) days to the conduct of the event.*

APPROVED BUDGET OF CONTRACT

The approved budget of contract is TWO HUNDRED SIXTY THOUSAND PESOS ONLY (PHP 260,000.00) inclusive of service charge and all applicable taxes. The winning bid shall be determined based on the Single/Lowest Calculated Responsive Bids.

TERMS OF PAYMENT

1. No down payment should be required by the supplier in its proposal.
2. Either has an existing credit line with TPB or would allow a send-bill arrangement.
3. Within thirty (30) working days upon TPB's receipt of Statement of Account/Billing Statement (Upon Completion of every deliverables per Regular and Special Board of Directors' Walkthrough Meetings)
4. Preferably has 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.
5. The following documents should be submitted by the winning bidder for the processing of payment:
6. Original copy of Statement of Account / Billing Statement / Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier with detailed costs for all services rendered including management fee addressed to:

ATTY. JEMIMAH NISSI M. TIAMBENG
Office of the Corporate Board Secretary
Tourism Promotions Board

6th Floor Five E-Com Center Building,
Harbor Drive, Mall of Asia Complex,
Pasay City

FORCE MAJEURE

Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.

In case of a fortuitous event/s or force majeure, payment will be delivered based on the actual expenses borne by the supplier in the delivery of their services and reflected in their Billing / Invoice / Statement of Account.

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%).

CONTRACT DURATION

The contract is a one-time engagement and shall commence from the issuance of the Notice to Proceed (NTP) until full and complete delivery of requirements.

TECHNICAL REQUIREMENTS

1. Company Profile
2. Accomplished Statement of Compliance to the Technical Specifications

LEGAL REQUIREMENTS

1. PhilGEPS Registration Certificate
2. Business/Mayor's permit
3. Income/Business Tax Return/Tax Clearance
4. Notarized Omnibus Sworn Statement
5. SEC/DTI Certificate of Registration

Attachments:

1. Statement of Compliance to the Technical Specifications

Note:

	<ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP260,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **January 24, 2025 on or before 10:00 A.M.** subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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 *soc*
Acting Head, Procurement Management Division
Finance Department

Contact Person
Contact No.

MR. SOCRATES G. TORRES
(8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**REQUIREMENTS: Supply and Delivery of Packed Food and Beverage Requirements for
FY 2025 TPB Walkthrough Meetings**

Quotation No. 2025-01-014

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	REQUIREMENT: Packed Meals for 13 meeting	
2	PARTICULARS: 1. Food and Beverage <ul style="list-style-type: none"> ● Packed lunch inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main entrees excluding vegetables in the count) ● Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified ● Use of packaging should be sustainable (ex: no bottled waters and single-use plastic, use biodegradable materials, etc.) ● Minimum guarantee of 36 pax per event. ● Inclusive of delivery charges within Metro Manila for 36 pax ● The service provider must assign a person-in-charge of pre-delivery and delivery preparations who will: <ul style="list-style-type: none"> ○ coordinate with TPB; and ○ timely reply to and address all concerns. 	
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7	<p>FORCE MAJEURE Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality. In case of a fortuitous event/s or force majeure, payment will be delivered based on the actual expenses borne by the supplier in the delivery of their services and reflected in their Billing / Invoice / Statement of Account. 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%).</p>	
8	<p>CONTRACT DURATION The contract is a one-time engagement and shall commence from the issuance of the Notice to Proceed (NTP) until full and complete delivery of requirements.</p>	
9	<p>Submit the following:</p> <p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specifications <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return/Tax Clearance 4. Notarized Omnibus Sworn Statement 5. SEC/DTI Certificate of Registration 	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date