

REQUEST FOR QUOTATION

December 15, 2024

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

Request for Quotation No. 2025-01-012

REQUIREMENTS: Catering Service Requirements for the FY 2025 TPB Board of Directors' Meetings

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																																			
1 LOT	<p>SCOPE OF SERVICES/DELIVERABLES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Deliverables</th> <th style="text-align: center;">(Indicative) Dates</th> <th style="text-align: center;">(Indicative) Venue</th> <th style="text-align: center;">No. Pax</th> <th style="text-align: center;">Approved Budget of Contract</th> </tr> </thead> <tbody> <tr> <td rowspan="13">Catering services for buffet lunch with drinks for the TPB Regular Board of Directors' Meeting</td> <td>January 28, 2025</td> <td rowspan="13">TPB Office 6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila</td> <td rowspan="13">Minimum guarantee of thirty (30) pax per meeting</td> <td rowspan="13">Php 60,000.00 x 14 meetings</td> </tr> <tr><td>February 27, 2025</td></tr> <tr><td>March 27, 2025</td></tr> <tr><td>April 29, 2025</td></tr> <tr><td>May 27, 2025</td></tr> <tr><td>June 24, 2025</td></tr> <tr><td>July 29, 2025</td></tr> <tr><td>August 26, 2025</td></tr> <tr><td>September 30, 2025</td></tr> <tr><td>October 28, 2025</td></tr> <tr><td>November 25, 2025</td></tr> <tr><td>December 9, 2025</td></tr> <tr> <td>TPB premises 1st Special Board Meeting (indicative date)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2nd Special Board Meeting (Indicative date)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">TOTAL:</td> <td style="text-align: center;">PHP 840,000.00</td> </tr> </tbody> </table> <p><i>*Dates and venue are subject to be finalized one (1) week prior to the conduct of the event.</i></p> <p>1. 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.</p>	Deliverables	(Indicative) Dates	(Indicative) Venue	No. Pax	Approved Budget of Contract	Catering services for buffet lunch with drinks for the TPB Regular Board of Directors' Meeting	January 28, 2025	TPB Office 6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila	Minimum guarantee of thirty (30) pax per meeting	Php 60,000.00 x 14 meetings	February 27, 2025	March 27, 2025	April 29, 2025	May 27, 2025	June 24, 2025	July 29, 2025	August 26, 2025	September 30, 2025	October 28, 2025	November 25, 2025	December 9, 2025	TPB premises 1 st Special Board Meeting (indicative date)					2 nd Special Board Meeting (Indicative date)					TOTAL:			PHP 840,000.00	PhP840,000.00	PhP840,000.00
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	<p>2. Minimum guarantee of thirty (30) pax per event</p> <p>3. Provision of the following meals:</p> <ul style="list-style-type: none"> • Managed lunch buffet inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main entrees excluding vegetables in the count) • Option for early lunch • Option for packed lunch inclusive of delivery fee, if applicable • Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified • Flowing brewed coffee, tea, and drinking water for the participants while the event is on-going <p>4. Food served shall be fresh, hot and ready at least 30 minutes before each meal.</p> <p>5. All tables, chairs, dinnerware, and glassware necessary for the event.</p> <p>6. Designation of uniformed and well-trained banquet service personnel.</p> <p>7. One (1) dedicated waitstaff/service personnel for identified VIPs.</p> <p>8. The set-up shall be completed one (1) hour before the commencement of the event.</p> <p>9. The service provider shall be in charge of clean and orderly dismantling the set-up.</p> <p>10. The service provider shall provide its own receptacles and sufficient containers for trash and shall be responsible for its disposal outside of the building's premises.</p>		
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11. The service provider shall use sustainable materials in its deliverables (ex: no plastic water bottles, use of biodegradable / recyclable materials, etc.)

Terms and Conditions:

- a. 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 30 pax.
- b. The proposals shall include the incidental service requirements and fees.
- c. 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.
- d. Any other arrangements that may be mutually agreed upon by TPB and the supplier.

ADDITIONAL TECHNICAL REQUIREMENTS

- 1. Must be a DOT-accredited hotel or restaurant.
- 2. Food and beverage supplier, or catering service provider; and preferably a registered TPB member (including those with ongoing applications).
- 3. Must have at least three (3) years of handling similar requirements.
- 4. Provide cost per head in case of increase/decrease of pax in relation to the estimated no. of pax.

APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **EIGHT HUNDRED FORTY THOUSAND PESOS ONLY (PHP840,000.00)** inclusive of all applicable fees and taxes.

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 deliverables per Board Meeting**)
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:

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

CONTRACT DURATION

The Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

TECHNICAL REQUIREMENTS

	<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 <p>Attachments:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications <p>Note:</p> <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 PhP840,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **January 20, 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. VILAFRANCA
 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: Catering Service Requirements for the FY 2025 TPB Board of Directors' Meetings

Quotation No. 2025-01-012

[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	Deliverables Catering services for buffet lunch with drinks for the TPB Regular Board of Directors' Meeting	(Indicative) Dates January 28, 2025 February 27, 2025 March 27, 2025 April 29, 2025 May 27, 2025 June 24, 2025 July 29, 2025 August 26, 2025 September 30, 2025 October 28, 2025 November 25, 2025 December 9, 2025 TPB premises 1 st Special Board Meeting (indicative date) 2 nd Special Board Meeting (Indicative date)	(Indicative) Venue TPB Office 6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila	No. Pax Minimum guarantee of thirty (30) pax per meeting TOTAL:	Approved Budget of Contract Php 60,000.00 x 14 meetings PHP 840,000.00	
<p><i>*Dates and venue are subject to be finalized one (1) week prior to the conduct of the event</i></p>						
2	<ol style="list-style-type: none"> 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. Minimum guarantee of thirty (30) pax per event Provision of the following meals: 					

	<ul style="list-style-type: none">• Managed lunch buffet inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main entrees excluding vegetables in the count)• Option for early lunch• Option for packed lunch inclusive of delivery fee, if applicable• Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified• Flowing brewed coffee, tea, and drinking water for the participants while the event is on-going <ol style="list-style-type: none">4. Food served shall be fresh, hot and ready at least 30 minutes before each meal.5. All tables, chairs, dinnerware, and glassware necessary for the event.6. Designation of uniformed and well-trained banquet service personnel.7. One (1) dedicated waitstaff/service personnel for identified VIPs.8. The set-up shall be completed one (1) hour before the commencement of the event.9. The service provider shall be in charge of clean and orderly dismantling the set-up.10. The service provider shall provide its own receptacles and sufficient containers for trash and shall be responsible for its disposal outside of the building's premises.11. The service provider shall use sustainable materials in its deliverables (ex: no plastic water bottles, use of biodegradable / recyclable materials, etc.)	
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3	<p>Terms and Conditions:</p> <p>a. 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 30 pax.</p> <p>b. The proposals shall include the incidental service requirements and fees.</p> <p>c. 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.</p> <p>d. Any other arrangements that may be mutually agreed upon by TPB and the supplier.</p>	
4	<p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be a DOT-accredited hotel or restaurant. 2. Food and beverage supplier, or catering service provider; and preferably a registered TPB member (including those with ongoing applications). 3. Must have at least three (3) years of handling similar requirements. 4. Provide cost per head in case of increase/decrease of pax in relation to the estimated no. of pax. 	
5	<p>APPROVED BUDGET FOR THE CONTRACT</p> <p>The Approved Budget for the Contract (ABC) is EIGHT HUNDRED FORTY THOUSAND PESOS ONLY (PHP840,000.00) inclusive of all applicable fees and taxes.</p>	
6	<p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 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 deliverables per Board Meeting) 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: 	

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7	<p>CONTRACT DURATION</p> <p>The Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.</p>	
8	<p>FORCE MAJEURE</p> <p>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.</p> <p>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.</p> <p>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>	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date