

## Request for Quotation

28 May 2018

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

**Quotation No. TPB-RFQ 2018-05-317**

PR NO. 4.085

**Requirements: Catering Services**

**Project Title: Balik Bohol – Tigum Bol-anon Tibuok Kalibutan (TBTK)**

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p><b>Event:</b> Balik Bohol – Tigum Bol-Anon Tibuok Kalibutan on 27<sup>th</sup> July 2018 Bohol Cultural Center, Tagbilaran, Bohol</p> <p>Catering Services for Dinner: Food &amp; drinks for 450 pax at Php750.00/net/pax</p> <ol style="list-style-type: none"> <li>1. Dinner Buffet</li> <li>2. Dining set-up (serving stations and for guests)</li> </ol> <p><b>Specifications:</b> In the amount of Three Hundred Thirty Seven Thousand Five Hundred Pesos Only (Php337,500.00), inclusive of applicable tax &amp; fees <b>Php750.00 / net / pax x 450 pax</b></p> <ol style="list-style-type: none"> <li>1. <b>Dinner Buffet</b> <ol style="list-style-type: none"> <li>a. Menu list serves soup, appetizer, rice, 4-5 main course variants and desert</li> <li>b. Drinks may include soda or ice tea</li> <li>c. Free flowing coffee and mineral water</li> </ol> </li> <li>2. <b>Dining Set-up</b> <ol style="list-style-type: none"> <li>a. Table, chairs and buffet station set-up</li> <li>b. Chairs and buffet station set-up</li> <li>c. Experienced food servers and in clean uniform</li> <li>d. Dinnerware and glass ware</li> </ol> </li> <li>3. <b>Others</b> <ol style="list-style-type: none"> <li>a. Food served shall be fresh, hot and ready at least 30 minutes before scheduled time</li> <li>b. Can accommodate special diet (for guests with specific allergies, vegetarian, etc.) if organizer is notified for each table. may be included</li> </ol> </li> </ol>	Php750.00	Php337,500.00

	<ul style="list-style-type: none"> <li>c. Dining set-up is ready at least 2 hours before actual event</li> <li>d. Centerpiece for each table, may be included</li> </ul> <p><b>Eligibility Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Must be a Filipino owned, operated and legally registered catering business under Philippine laws.</li> <li>2. Must have a minimum of 3 years' experience in providing catering services for local and international events.</li> <li>3. Must be able to exceptionally handle and service 450 dining guests professionally and skilfully.</li> <li>4. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).</li> <li>5. Willing to provide services on send-bill arrangement.</li> </ol> <p><b>Technical Eligibility Documents:</b></p> <ol style="list-style-type: none"> <li>1. DTI Business Registration/SEC Certificate</li> <li>2. Mayor's Permit of Permit/License to Operate</li> <li>3. BIR Registration with TIN</li> <li>4. PhilGEPS Certificate</li> <li>5. Company Profile</li> </ol> <p><b>Guidelines:</b></p> <ol style="list-style-type: none"> <li>1. Winning bidder must propose &amp; able to comply with the needed specifications of the concerned TPB personnel through the event organizer's authorized coordinator, <b>Mr. Romy Tagaan</b>, Head Secretariat (Balik Bohol-TBTK).</li> <li>2. Additional charges beyond the amount specified shall be shouldered by the guest/organizer.</li> <li>3. Responds to immediate/unforeseen changes in the specifications.</li> </ol> <p><b>Scope of Services:</b></p> <ol style="list-style-type: none"> <li>1. Provide fresh ingredients in all food and drink preparations.</li> <li>2. Keep a well maintained kitchen and a clean buffet station.</li> <li>3. Provide instruction to all catering staff in areas related to food and personal ---</li> </ol>		
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	<p><b>Scope of Services:</b></p> <p>hygiene, as well s handling and proper storage to servicing of food.</p> <p>4. Charges are inclusive of taxes and other applicable taxes.</p> <p><b>Contract of Service/Financial Proposal</b></p> <p>The financial proposal covers the catering service of the said event.</p> <p>Bid Price Ceiling is Php337,500.00 inclusive of taxes. For particulars, please contact <b>Ms. Rona Olaivar</b> at telephone number <b>525-9318</b> local <b>250</b>.</p>		
Terms	30 days upon receipt of invoice		
Delivery	15 days after received P.O		
ABC	<b>Php337,500.00</b> inclusive of all applicable taxes		

The last day for submission of **quotation** is not later than 4:00 p.m on **01 June 2018**, email at [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph) or thru fax no. 526-5971, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

  
**EMMANUEL A. ZARATE**  
 Officer – In – Charge  
 Procurement and General Services Division

Contact Person

**FARHAN M. AMBIONG**

Contact No

525-9318 loc 208

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificates
2. Mayor`s Permit/License (Valid and current)
3. Income/Business Tax Return
4. Company Profile/Reference
5. PhilGEPS Certificate/Membership



## Omnibus Sworn Statement

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;
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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued], [place issued]*

IBP No. \_\_\_\_\_ *[date issued], [place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_