

Request for Quotation

06 June 2018

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

Quotation No. TPB-RFQ 2018-06-323

PR NO. 6.009

Requirements: Venue Rental with Catering Services

Project Title: TPB GAD GFPS and TWG Harmonized Gender & Development Guidelines Workshop (HGDG) Workshop on 12-13 July 2018

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p>VENUE RENTAL WITH CATERING SERVICES</p> <p>“ TPB GAD GFPS AND TWG Harmonized Gender and Development Guidelines (HGDG) Workshop 12-13 July 2018”</p> <p>I. Objective: To provide venue with accommodation and catering service for the TPB GAD GFPS and TWG Harmonized Gender and Development Guidelines (HGDG) Workshop.</p> <ul style="list-style-type: none"> • Event : TPB GAD GFPS and TWG Harmonized Gender and Development Guidelines (HGDG) Workshop • Date : 12-13 July 2018 • Time : 9:00 AM – 8:00 PM • No. of Participants : Guarantee 25 Participants <p>II. Specifications</p> <ol style="list-style-type: none"> 1. Round Table set up to accommodate 25 pax 2. Provision of 1 registration table for secretariat and 1 registration table for the facilitator 3. Provision of 14 twin sharing rooms/accommodation with breakfast for 1 night 4. Provision of AM and PM Snacks, buffet lunch and dinner with 1 round of drink, and free flowing coffee, tea, candies and mints 5. Provision of 1 unit LCD Projector, wide screen and PA system w/ 4 microphones 	Php180,000.00	Php180,000.00

	<p>6. Provision of Whiteboard, flipchart, marker, eraser, pads and pencils or pens</p> <p>7. Provision of complimentary Wi-Fi/Internet connection</p> <p>8. Provision of complimentary parking slots</p> <p>9. Within 3.5 km from TPB</p> <p>III. Eligibility Requirements:</p> <p>1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;</p> <p>2. Must have experience in holding/staging social events and functions for international conferences, meetings, congresses, et.al;</p> <p>3. Must be DOT accredited establishment;</p> <p>4. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)</p> <p>IV. Contract of Service/Financial Proposal</p> <p>The financial proposal should cover the following expenditures:</p> <p>1. Venue Rental</p> <p>2. Accommodation</p> <p>3. Catering Services</p> <p>V. Approved Budget for the Contract (ABC)</p> <p>Approved budget for the contract is Php180,000.00 inclusive of all applicable taxes.</p> <p>VI. Mode of Payment</p> <p>Full payment upon completion of the training</p>		
Terms	30 days upon receipt of invoice		
Delivery	15 days after received P.O		
ABC	Php470,500.00 inclusive of all applicable taxes		

The last day for submission of **quotation** is not later than 3:00 p.m on **11 June 2018**, email at 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
6. Omnibus Sworn Statement

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 _____