

**Request for Quotation**

**04 April 2019**

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

**Quotation No. TPB-RFQ 2019-04-319**

PR NO. 3.191 2<sup>nd</sup> Posting

**Requirements:** Catering Services

**Project Title:** Crossing Bridges 16 on April 25 – May 01, 2019 at the Manila Hotel

Qty	Particulars	Estimated Total Amount
Lot 1	<p style="text-align: center;"><b>Catering Services for Crossing Bridges 16 on April 25 – May 01, 2019 at the Manila Hotel</b></p> <p><b><u>Background:</u></b></p> <p>Crossing Bridges 16 is slated on April 25 to May 1, 2019 in Manila and CALABARZON Region. It is an annual gathering of full-time professional photographers who shoot for their respective national newspapers, magazines, and competition entries. Photo editors of national newspapers and passionate pure hobbyists representing Photography For and Photography Societies do attend as well. It expects to gather some 110 foreign photographers from nine (9) Asian countries. Moreover, this event provides our country the opportunity to be showcased in various publications, both online and print.</p> <p><b><u>Specifications:</u></b></p> <ul style="list-style-type: none"> <li>• Date: 01 May 2019</li> <li>• Time: 1900H – 2100H</li> <li>• Venue: Centennial Hall A, Manila Hotel</li> <li>• Audience: 200 pax</li> <li>• Theme: Filipino</li> </ul> <p><b><u>Guidelines:</u></b></p> <ul style="list-style-type: none"> <li>• Buffet food and beverage requirements for an estimated number of 200 guests</li> <li>• Complete set-up of buffet stations with waiters to assist</li> <li>• Dressed dinner tablets/chairs to match the theme of the reception</li> <li>• Set-up should be ready an hour before the start of the event and food must be served fresh and warm</li> <li>• Provision of uniformed and well-trained waiters/service personnel who are familiar about the menu to be served and conversant in English</li> <li>• Caterer should be able to prepare vegetarian, halal and gluten-free food options upon receipt of special dietary requirements from the organizers of the event</li> <li>• Brief description of each menu on the buffet station</li> <li>• All dinnerware and glassware must be presentable</li> <li>• Inclusion of centerpiece and basic décor at the lunch set-up</li> </ul>	Php340,000.00

	<p><b><u>Other Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. Must be willing to accept send-bill arrangements with the Tourism Promotions Board</li> <li>2. Any other requirements that may be mutually agreed upon by the Tourism Promotions Board and the Service Provider.</li> </ol> <p><b><u>Eligibility Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. Must be Filipino owned, operated and legally registered caterer/food and beverage provider under Philippine law;</li> <li>2. Must have experience in catering to social events and functions for regional and international conferences, meetings, congresses, et.al.;</li> <li>3. Must be accredited with the Department of Tourism (DOT)</li> <li>4. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)</li> </ol>	
	<p>For particulars, please contact <b>MS. JOY CASIANO/MR. MARK LEPATAN</b> at telephone numbers (02) 525-1153 and 525-9318 loc. 232/228 or email at <a href="mailto:joy_casiano@tpb.gov.ph">joy_casiano@tpb.gov.ph</a> and <a href="mailto:mark_lepatan@tpb.gov.ph">mark_lepatan@tpb.gov.ph</a>.</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	<b>Php340,000.00</b> inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **10 April 2019**, 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.

**NILO C. ABON**

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 Certificates
2. Business Permit/Certification
3. TIN Certificate/Registration
4. Company Profile
5. PhilGEPS Certificate/Membership
6. Notarized Omnibus Sworn Statement

Omnibus Sworn Statement

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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 \_\_\_\_\_