

## Request for Quotation

23 April 2019

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

**Quotation No. TPB-RFQ 2019-04-368**

PR NO. 4.034 3<sup>rd</sup> Posting

**Requirements:** Lease of Venue

**Project Title:** Pacific Asia Travel Association (PATA) Annual Summit – Welcome Dinner Reception  
May 10, 2019, Cebu City

Qty	Particulars	Estimated Total Amount
Lot 1	<p><b>Lease of Venue Pacific Asia Travel Association (PATA) Annual Summit – Welcome Dinner Reception on May 10, 2019 in Cebu City</b></p> <p><u><b>Background:</b></u></p> <p>The Tourism Promotions Board is currently preparing for the Pacific Asia Travel Association (PATA) Annual Summit slated on 09 -12 May 2019 in Cebu City, Cebu. The PATA Annual Summit is one of the two major annual activities of PATA for its members that brings together international thought-leaders, stakeholders and senior decision-makers who are professionally engaged in the travel and tourism industry within the Asia Pacific Region. It expects to gather a maximum of 400 participants.</p> <p>The PATA Annual Summit 2019 will highlight fundamental challenges, issues and opportunities of the travel and tourism industry and how together they can bring about actionable change for the better. Moreover, the conference will present and assess best practices, case studies and hear from people making a change, not just to improve their bottom line, but to bring about a better future.</p> <p><u><b>Number of Guests:</b></u> 400 pax</p> <p><u><b>Scope of Services/Deliverables:</b></u></p> <p>Venue Requirements</p> <ul style="list-style-type: none"> <li>1 Ball room for hosted dinner reception (09 may – Ingress and 10 May – Event Proper and Egress) <ul style="list-style-type: none"> <li>Must be able to comfortably sit 400 – 450 pax in banquet style of 8 – 10 pax per table</li> <li>Must be able to accommodate a stage that will be provided by the production house</li> <li>Must be able to accommodate buffet set-up as provided by the TPB's hired caterer</li> <li>Must be air-conditioned</li> <li>Must be able to provide tables and chairs</li> </ul> </li> <li>Open area for cocktail reception <ul style="list-style-type: none"> <li>Must be able to provide enough space for 400 – 450 pax in cocktail set-up with few pieces of furniture set-up (sofa and coffee table)</li> </ul> </li> </ul>	Php900,000.00

	<ul style="list-style-type: none"> <li>• 1 room to be used as dressing room for Performers</li> <li>• 1 small room to be used as a VIP holding area with lounge set-up good for 5 pax <ul style="list-style-type: none"> <li>- Must be air-conditioned</li> </ul> </li> <li>• Must have security, engineering, and maintenance staff available on site during the ingress, egress and actual event.</li> <li>• Must work with Tourism Promotions Board appointed caterer and production team who will execute the overall concept of the dinner reception</li> </ul> <p><b><u>Approved Budget:</u></b></p> <p>Php900, 000.00 inclusive of all applicable taxes</p> <p><b><u>Payment Terms:</u></b></p> <p>Send bill to the Tourism Promotions Board after the completion of services</p> <p><b>Note:</b> Bid price ceiling is <b>Php900, 000.00</b> inclusive of all applicable taxes. For particulars, please contact Raquel Tria and Nica Tolentino at telephone number (02) 525 – 9318 local 228 or e-mail at <a href="mailto:Raquel.tria@tpb.gov.ph">Raquel.tria@tpb.gov.ph</a> and <a href="mailto:nica_tolentino@tpb.gov.ph">nica_tolentino@tpb.gov.ph</a>.</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	<b>Php900, 000.00</b> inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **29 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 \_\_\_\_\_