

Request for Quotation

27 September 2021

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

Quotation No. **TPB-RFQ 2021-09-359**

PR No. 9..033

Project Title: TPB's External Audit on 21 October 2021

Requirements: Food Packs with Delivery Charge

Unit	Particulars	Unit Cost	Total Cost
166 packs	<p align="center">Food Packs with delivery charge for the TPB's External Audit 21 October 2021</p> <p>Objective:</p> <p>As part of TPB's ISO 9001:2015 Quality Management System Certification maintenance, there will be a scheduled External Audit on 21 October 2021 to be headed by four (4) Auditors from TuV NORD Philippines, Inc.</p> <p>Part of the program is the provision of food packs to all TPB Process Owners.</p> <p>Relative to this, there is a need to engage the services of a provider that will provide and deliver food packs to TPB personnel reporting to the office and those in their place of residence on 21 October 2021.</p> <p>Requirements/Specifications:</p> <ul style="list-style-type: none"> The service provider must have the capability and resources in providing 166 individually packed food/meal and delivering them to the TPB Office and respective place of residence of personnel who are working from home. Assign at least two (2) persons-in-charge of pre-delivery and delivery preparations who will coordinate with TPB. Preferred inclusion of the food/meal packs. Provider may propose food packs subject to the approval of TPB. Food Specification: (Max's Best Plate) Main Dish: 1pc. Fried Chicken 4pcs. Lumpiang Shanghai Pancit Canton Choice of either Tofu or Chicken Skin Sweet Kamote Fries 140gms Plain Rice Drinks: Preferably in Can 		<p>Php200,000.00</p>

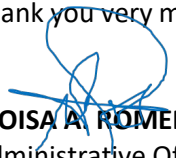
	<p>Dessert: Caramel Bar</p> <p>Merienda: AM – Ensamada with Drinks in Can PM – Burger Sandwich with Drinks in Can</p> <ul style="list-style-type: none"> Quotation of food packs including the delivery fee budget and quantity as follows: <ul style="list-style-type: none"> a. P1,200.00 worth – 166 packs Delivery date will be between 11:00 am to 12:00 noon on 21 October 2021 at TPB Office and respective place of residence of personnel who are working from home based on the following breakdown: <p>TPB Office – 83 packs Place of residence – 83 packs =====</p> <p>166 packs*</p> <p><i>*Final breakdown to be confirmed by 14 October 2021</i></p> Actual list of address of the personnel will be provided to the winning bidder. Winning bidder is expected to ensure the privacy of the addresses and to be used only for delivering the food packs to the personnel. <p>Eligibility Requirements:</p> <ol style="list-style-type: none"> Must be Filipino owned, operated and legally registered under Philippine laws; Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS) <p>Approved Budget for the Contract (ABC):</p> <p>Approved budget for the contract is Php 200,000.00 inclusive of all applicable taxes.</p> <p>Mode of Payment:</p> <ol style="list-style-type: none"> Send bill arrangement The supplier should have 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. <p>Contact Persons:</p> <p>For particulars, please contact ISO Technical Working Group:</p> <ol style="list-style-type: none"> Ms. Diana Sarmiento diana_sarmiento@tpb.gov.ph Ms. Julie Bolante julie_bolante@tpb.gov.ph 		
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	3. Mr. Ian Santos ian_santos@tpb.gov.ph *** Nothing Follows ***		
Terms	30 days upon receipt of invoice.		
Delivery	21 October 2021		
ABC	PhP200,000.00 inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 12:00 noon on **1 October 2021, thru e-mail at farhan_ambiong@tpb.gov.ph** for the advance copy of the bid documents and the original copy to the address provided below, 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 address your quotation to the undersigned.

Thank you very much.


ELOISA A. ROMERO
Administrative Officer V
Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**
Contact No (8) 525-9318 local 268

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. *Business or Mayor`s Permit/Certification (as of 2021)*
2. *Tax Clearance (latest)*
3. *Company Profile (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (provided below)*

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]