

## Request for Quotation

**14 October 2021**

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

Quotation No. **TPB-RFQ 2021-10-381**

PR No. 10.020

**Requirements:** Cakes with Delivery Services

Unit	Particulars	Unit Cost	Total Cost
45 pcs	<p><b>Cakes with Delivery Services for the Tourism Promotions Board Personnel</b></p> <p><b>Rationale:</b></p> <p>As part of the Knowledge Management and Engagement Program of the TPB, townhall meetings were conducted to share updates and present upcoming projects to all personnel while providing them an opportunity to connect with other members of the organization.</p> <p>Part of the activity is acknowledging birthdays by giving out cakes to the celebrants of the particular month. Birthdays are one of life's epiphany moments, and appreciating our personnel on this date will give them a sense of belongingness and a great opportunity to better engage employees and show them they are appreciated members of the Corporation.</p> <p>In view of the COVID 19 pandemic, certain health protocols were mandated including the declaration of community quarantines and observation of physical distancing which necessitated the virtual conduct of townhall meetings and adoption of alternative work arrangements.</p> <p><b>Objective:</b></p> <p>To engage the services of a provider that will buy and deliver cakes to concern TPB personnel in their place of residence on specified dates.</p> <p><b>Specifications:</b></p> <p>Brand: Preferably Goldilocks, Red Ribbon, Max's or other brands to be specified in the proposal for approval of the TPB</p> <p>Size: At least 8 x 12 Inches (rectangle)</p>	PhP1,200.00	PhP54,000.00

	<p>Flavor: Preferably Mocha or Chocolate or other flavor for approval of TPB</p> <p>Dedication: "Happy Birthday from TPB Family"</p> <p>Breakdown:</p> <table border="1" data-bbox="256 387 1110 580"> <thead> <tr> <th>MONTH</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>20</td> </tr> <tr> <td>February</td> <td>16</td> </tr> <tr> <td>March</td> <td>6</td> </tr> <tr> <td>Extra Cake</td> <td>3</td> </tr> </tbody> </table> <p><b>Delivery:</b></p> <ol style="list-style-type: none"> <li>1. For those whose <b>birthday is prior to the approval</b> of Purchase Order (PO), <b>delivery is 10 days after issuance of approved PO.</b></li> <li>2. For those whose <b>birthday is after the approval</b> of the PO, <b>delivery is on the actual date of the birthday.</b></li> <li>3. Actual 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 the purpose of delivering the cakes to the personnel.</li> </ol> <p><b>Approved Budget for the Contract (ABC):</b></p> <p>Approved budget for the contract is <b>Fifty-Four Thousand Pesos (PhP54,000.00)</b> inclusive of all applicable taxes</p> <p><b>Mode of Payment:</b></p> <p>1<sup>st</sup> Tranche – Upon Complete Delivery of January Celebrants Cakes</p> <p>2<sup>nd</sup> Tranche – Upon Complete Delivery of February Celebrants Cakes</p> <p>3<sup>rd</sup> and Last Tranche - Upon Complete Delivery of all cakes</p> <p style="text-align: center;"><b>*** Nothing Follows ***</b></p>	MONTH	QUANTITY	January	20	February	16	March	6	Extra Cake	3		
MONTH	QUANTITY												
January	20												
February	16												
March	6												
Extra Cake	3												
Terms	Based on the provided Tranches.												
Delivery	Based on the provided Birth Dates.												
ABC	<b>PhP54,000.00</b> inclusive of all applicable charges and taxes												

The last day for submission of **quotation** is not later than 12:00 noon on **20 October 2021, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto: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)525-9318local 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*
3. *Company Profile/Curriculum Vitae (for sole proprietorship) (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]***

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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, **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]*