

TPB-RFQ-2022-06-190

REQUEST FOR QUOTATION

PR#6.020

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit quotation for the hereunder project:

TERMS OF REFERENCE

**PROJECT TITLE: CATERING SERVICES FOR FRANCHISE ASIA PHILIPPINES 2022 EXPO
ON 14-16 October 2022**

NO. OF PAX : 125 Pax

BUDGET : Php 187,500.00 inclusive of all applicable taxes

I. BACKGROUND

Franchise Asia Philippines Expo, is a Three (3) days event in a hybrid format, and the biggest franchise hub of Asia bringing franchises from Asia to the world and the world to Asia. Kwon as one-stop shop of franchise businesses and allied services providers. A venue for business matching and forging of possible partnerships in franchising.

II. SPECIFICATIONS

Activity : Food and Beverages (Dinner, Fiesta Night)
Indicative Date : 14 October 2022
Venue : SMX Convention Center
Audience : 125 pax (50 foreign/75 local)

III. REQUIREMENTS

1. Food and Beverage catering for estimated number of **125 guests**
2. Must be accredited by SMX Convention Center
3. The Supplier should three (3) menu options to TPB
4. Menu selections – based on the theme (Fiesta Night)
5. Water stations/flowing coffee or tea
6. Complete set-up of buffet stations to match theme of the reception
7. Dressed cocktail tables/chairs to match the theme of the reception
8. Uniformed and well-trained waiters/service personnel who can converse in English
9. Set-up should be ready an hour before the start of the event, food to be served must be fresh and warm
10. Can accommodate guests with dietary restrictions: vegetarians, diabetics, people with allergies, etc.
11. All dinnerware and glassware and glassware should be uniform in design and appearance

VI. ELIGIBILITY REQUIREMENT

1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;
2. Must have a minimum of five (5)-years experience in the hotel / food and beverage business
3. Preferably have worked with Department of Tourism (DOT) / Tourism Promotions Board (TPB) in one of the DOT/TPB-organized events in the past five (5) years
4. Must have provided services for government institutions for international and local events / functions
5. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps)
6. Willing to provide services on “send-bill” arrangement to TPB

V. EVALUATION PROCEDURE:

The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget.

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **16 June 2022 at 5:00 pm**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Thank you very much.


ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr

Contact number: 02 8525 -7312 / 8525 – 9318 to 27

Note: All entries must be typewritten on your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate on the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit (**2022**)
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Omnibus Sworn Statement (**Annex "A"**)
- f. Company profile (New Supplier)

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]

