

04 July 2022

REQUEST FOR PROPOSAL

Quotation No. : TPB-PR 2022-07-218

Requirements : Lease of Venue with Food and Beverage

Project Title : Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports

Approved Budget : One Hundred Twelve Thousand Five Hundred Pesos Only (PhP112,500.00)

The Tourism Promotions Board, through its Bids and Awards Committee (BAC), intends to lease a venue to provide the following requirements: Lease of Venue with Food and Beverage for the Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports.

As such, **identified suppliers** are invited to **submit a proposal** duly signed by your authorized representative no later than **08 July 2022 at 05:00 P.M.**, for the item described in the Statement of Compliance vis-à-vis the attached Technical Specifications, subject to the Terms and Conditions stated herewith. **A valid and recent copy** of the following **Eligibility Requirements** is required to be submitted along with your bid as follows:

1. Statement of Compliance to the Technical Specifications (signed and dated)
2. Business/Income Tax Return Certificate
3. Business/Mayor's Permit Certificate
4. Company Profile
5. PhilGEPS Registration Certificate/Membership
6. DOT Accreditation Certificate

The last day for submission of **quotation and other eligibility documents** is on **08 July 2022** not later than **05:00 P.M.**, thru e-mail at genesis_lee@tpb.gov.ph, for the advance copy of the bidding 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.



ATTY. VENANCIO C. MANUEL III

Chairperson 
Bids and Awards Committee

Terms and Conditions:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotation exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The TPB shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
8. The TPB shall prefer to send bill arrangements for payment. In lieu of send bill arrangement, an advance payment of 50% of the total contract price may be made by the TPB upon confirmation of reservation, with the remaining balance to be paid after the event.
9. Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The TPB shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. The Contract Agreement to be signed by the parties is subject to the 2016 Revised IRR of R.A. 9184.

Bidder: _____

Conforme: _____

Date: _____

TECHNICAL SPECIFICATIONS FOR VENUE RENTAL AND F&B

Updated as of 19 November 2019 v3

After having carefully read and accepted the Terms and Conditions, I/we submit my / our quotation as follows
(Bidders are required to take note of the * portion on the last page of this form before filling up the required columns):

REQUIREMENT: Lease Venue with Food and Beverage			
PROJECT TITLE: Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports			
APPROVED BUDGET COST (ABC): One Hundred Twelve Thousand Five Hundred Pesos Only (PhP112,500.00)			
TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
	COMPLIANT	NOT COMPLIANT	
(Property Name)			
I. VENUE			
A. Function Room			
a. Meeting venue and function room for 45 pax (availability of venue from 08:00 A.M. to 05:00 P.M./05:30 P.M. with time allowance for ingress and egress per day) <ul style="list-style-type: none"> Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports: 27 July 2022 (1-day) 			
b. Banquet or ballroom with capacity based on the number of participants per activity provided above			
c. Classroom set-up adherent to IATF Guidelines space and distancing requirements			
d. Function room to be used until 8:00 A.M. until 05:00 P.M. for the above-mentioned dates			
e. At least four (4) Easel boards with Easel sheets			
f. At least four (4) Whiteboard with markers and eraser			
g. LCD Projector (rental included in the package) and Screen			
h. Signage stands for meeting rooms and other directional signage			
i. One (1) Registration table with telephone			
j. Two (2) TPB Secretariat table set-up at the back with three (3) chairs each			
k. Use of minimum 5 wireless microphones			

l. Existing fully functional Light and Sound System with on hand technician			
m. Provision for electric outlets / extension cords per table/cluster (including the registration and secretariat tables			
n. Wi-Fi access with dedicated bandwidth to support concurrent users on multiple devices in all areas of the designated within the function room			
o. Direct LAN port connection and set-up for the TPB technical staff			
p. Pen and pads			
q. Stand-by dedicated staff while in session			
II. FOOD AND BEVERAGE			
Provision of the following meals to accommodate the number of participants with the selection of final menu subject to end user approval			
a. Morning and afternoon snacks inclusive of one round of soda, tea or fruit juice (Preferred A.M. & P.M. Snacks: Sandwiches or Pasta)			
b. Managed Sit-in Lunch Buffet/Platted-service inclusive of one round of soda, tea or fruit juice (minimum of 4 kinds of main course excluding vegetables as main)			
c. Flowing brewed coffee/tea for the participants while the event is on-going			
d. Mint, nuts, candies, or chips per cluster while seminar and workshop is on-going			
e. Drinking water shall be provided for the participants			
f. Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low-sodium, or hypoallergenic)			
g. Food served shall be fresh, hot and ready at least 30 minutes before each meal			
h. All dinnerware and glassware necessary for the event			
i. Designation of uniformed and well-trained banquet service personnel			
IV. LOCATION/SITE CONDITION/NEIGHBORHOOD DATA			
a. Located within 10-kilometer radius of the TPB Office			
b. Must be at least a three (3) star business hotel			
c. With valid certificate to operate from the Department of Tourism (DOT) and the Local Government Unit (LGU)			

d. Conforming with the government's safety guidelines and protocols and with DOT's approval to operate as regular hotel (DOT Safety Seal)			
e. Provision of at least six (6) parking passes/complimentary parking for vehicle of TPB officials, guests and participants			
V. OTHER REQUIREMENTS			
a. No down payment should be required by the hotel in its proposal			
b. Must have an existing credit line with TPB or would allow send-bill arrangement.			
c. Supplier must have a Landbank account. Payment will be made through LBP bank deposit			
d. Full payment should be received within thirty (30) days upon receipt of Statement of Account/Billing Statement			
e. Designation of a point person who will coordinate with TPB <ul style="list-style-type: none"> • Must be flexible and could adjust immediately to urgent requirements without additional costs to the Client • Other arrangements that may be mutually agreed upon by the TPB 			

**Bidder/s are encouraged to be as specific as possible in stating the level of compliance to the technical specifications.*

Offered Quotation in Words: Offered Quotation in Figures:		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature Over Printed Name of Bidder	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Position / Company	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> mm / dd / year

*****NOTHING FOLLOWS*****