

## REQUEST FOR QUOTATION

19 October 2022

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

**Quotation No.** TPB-PR.2022.10.367

**PR No.** 8.051

**REQUIREMENTS: SUPPLY AND DELIVERY OF THE 2022 NOCHE BUENA GROCERY PACKS FOR ALL TPB PERSONNEL – 4<sup>TH</sup> POSTING**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p style="text-align: center;"><b>SUPPLY AND DELIVERY OF THE 2022 NOCHE BUENA GROCERY PACKS FOR ALL TPB PERSONNEL</b></p> <p><b>I. SCOPE OF WORK AND SERVICES</b></p> <ul style="list-style-type: none"> <li>• The service provider must have the capability and resources in securing food items and packing them appropriately in individual bags with a list of items attached in every bag for 205 personnel.</li> <li>• Assign at least two (2) persons in charge of pre-delivery and delivery preparations who will coordinate with TPB.</li> <li>• Food items must include those in the attached list. Alternatives may be proposed in the quotation subject to the approval of TPB.</li> <li>• Quotation shall be per amount of bags plus packaging and delivery for 2 sets of grocery packs with budget and quantity as follows with a distinction between the 2 sets: (Indicative no. of bags)</li> </ul>	PhP1,000,000.00	PhP1,000,000.00

	<p>a. P5,000.00 worth – 179</p> <p>b. P2,500.00 worth – <u>30</u> <u>205</u></p> <ul style="list-style-type: none"> <li>• Actual list or number of bags will be confirmed two (2) weeks prior to delivery date.</li> <li>• Delivery date to TPB - 09 December 2022. (Indicative date)</li> </ul> <p><b>II. TERMS OF PAYMENT</b> Payment will be on a send-bill arrangement, thirty (30) days upon receipt of Statement of Account/Billing. Supplier is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p><b>III. CONTRACT DURATION</b> One-time engagement and shall commence from the issuance of Notice to Proceed (NTP) until full and complete delivery of requirements</p> <p style="text-align: center;"><b><i>*Nothing Follows*</i></b></p> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Grocery Packs list</li> </ol> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC Registration Certificate</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor’s permit</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> <li>5. Notarized Secretary’s Certificate</li> </ol>		
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	<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **25 October 2022 on or before 1200H**, 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 be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.

  
**ROSELLE D. ROMERO**  
 Head, Procurement and General Services Division  
 Administrative Department

Contact Person  
Contact No.

**(MISS) GENESIS WEIYN B. LEE**  
(8) 525-7312 local 266