

## REQUEST FOR QUOTATION

15 November 2022

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

**Quotation No.** TPB-RFQ\_2022.11.418

**PR No.** 11.038

**REQUIREMENTS: PROVISION OF FOOD AND BEVERAGE (F&B) FOR MICECON MAIN CONFERENCE PROGRAM ACTIVITIES AT SMX**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount										
1 LOT	<p><b>PROVISION OF FOOD AND BEVERAGE (F&amp;B) FOR MICECON MAIN CONFERENCE PROGRAM ACTIVITIES AT SMX (DAVAO)</b></p> <p><b>TECHNICAL SPECIFICATIONS:</b></p> <p><i>Requirement A</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Event</b></td> <td>Philippine MICE Conference (MICECON) Pre-Conference Activity Participants</td> </tr> <tr> <td><b>Indicative Date   Time</b></td> <td>01 March 2023 Lunch</td> </tr> <tr> <td><b>Venue</b></td> <td>SMX Convention Center (exact meeting room tba)</td> </tr> <tr> <td><b>F&amp;B requirement/ Set-Up</b></td> <td>                     Lunch Menu                      - with rice and at least 2 viands, 1 meat and 1 vegetable (subject to change for approval of TPB)                      - with 1 bottled/ canned softdrink/ iced tea/ juice and 1 water                      - dessert                      - Packed/ Bento box type                      - Round Tables (c/o SMX)                 </td> </tr> <tr> <td><b>Est. Number of Pax</b></td> <td>300 pax</td> </tr> </table>	<b>Event</b>	Philippine MICE Conference (MICECON) Pre-Conference Activity Participants	<b>Indicative Date   Time</b>	01 March 2023 Lunch	<b>Venue</b>	SMX Convention Center (exact meeting room tba)	<b>F&amp;B requirement/ Set-Up</b>	Lunch Menu - with rice and at least 2 viands, 1 meat and 1 vegetable (subject to change for approval of TPB) - with 1 bottled/ canned softdrink/ iced tea/ juice and 1 water - dessert - Packed/ Bento box type - Round Tables (c/o SMX)	<b>Est. Number of Pax</b>	300 pax	PhP411,000.00	PhP411,000.00
<b>Event</b>	Philippine MICE Conference (MICECON) Pre-Conference Activity Participants												
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<b>Est. Number of Pax</b>	300 pax												

<b>Requirement B</b>			
<b>Event</b>	Philippine MICE Conference (MICECON) 2024 Bidders		
<b>Indicative Date   Time</b>	01 March 2023 AM Snack		
<b>Venue</b>	SMX Convention Center (exact meeting room tba)		
<b>F&amp;B requirement/ Set-Up</b>	Snack Menu <ul style="list-style-type: none"> <li>- for recommendation by bidder (e.g. Sandwich and pasta)</li> <li>- Dessert/ Sweets</li> <li>- Plated Service</li> <li>- with 1 bottled/canned softdrink/iced tea/juice and 1 water</li> <li>- Board room/U-shaped (c/o SMX)</li> </ul>		
<b>Est. Number of Pax</b>	30 pax		
<b>Requirement C</b>			
<b>Event</b>	Philippine MICE Conference (MICECON) Pre-Event/ Event Proper		
<b>Indicative Date   Time</b>	26 Feb – 03 March 2023 (6 days) Lunch and Dinner (2 meals)		
<b>Venue</b>	SMX Convention Center (exact meeting room tba)		
<b>F&amp;B requirement/ Set-Up</b>	Lunch and Dinner menu <ul style="list-style-type: none"> <li>- with rice and at least 2 viands, 1 meat and 1 vegetable)</li> <li>- with 1 bottled/canned softdrink/iced tea/juice and 1 water</li> <li>- Dessert</li> <li>- Packed meal/Bento box type</li> <li>- Round Tables (c/o SMX)</li> </ul>		
<b>Est. Number of Pax</b>	50 pax		

	<p>The establishment/F&amp;B Provider should be able to deliver the following:</p> <ol style="list-style-type: none"> <li>1. Must be able to deliver the above-specified requirements during the event at the SMX Convention Center Davao; Must be an accredited caterer of the said venue.</li> <li>2. Must be able to provide uniformed and banquet service personnel, as needed and a dedicated contact to attend to all arrangements.</li> <li>3. Any other requirements that may be mutually agreed upon by the TPB and the supplier.</li> </ol> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (must have a minimum of five (5) years of experience in the food and beverage business)</li> <li>2. SEC Registration Certificate</li> <li>3. Must be an SMX Convention Center Davao accredited caterer.</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. Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications (<b>Annex “A”</b>)</li> <li>2. Omnibus Sworn Statement (<b>Annex “B”</b>)</li> </ol> <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>		
<p><b>Terms</b></p>	<ol style="list-style-type: none"> <li>1. Send bill arrangement</li> <li>2. Thirty (30) working days upon receipt of the invoice</li> </ol>		



<b><u>TECHNICAL SPECIFICATION</u></b>				
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification				
Item	Description		Total Quantity	Bidder's Statement of Compliance
A	<b>Philippine MICE Conference (MICECON) Pre-Conference Activity Participants</b>		Good for 300 pax	
	<b>Event</b>	Philippine MICE Conference (MICECON) Pre-Conference Activity Participants		
	<b>Indicative Date   Time</b>	01 March 2023 Lunch		
	<b>Venue</b>	SMX Convention Center (exact meeting room tba)		
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B	<b>Philippine MICE Conference (MICECON) 2024 Bidders</b>		Good for 30 pax	
	<b>Indicative Date   Time</b>	01 March 2023 AM Snack		
	<b>Venue</b>	SMX Convention Center (exact meeting room tba)		
	<b>F&amp;B requirement/ Set-Up</b>	Snack Menu - for recommendation by bidder (e.g. Sandwich and pasta) - Dessert/ Sweets - Plated Service		

		<ul style="list-style-type: none"> <li>- with 1 bottled/canned softdrink/iced tea/juice and 1 water</li> <li>- Board room/U-shaped (c/o SMX)</li> </ul>		
C	<b>Philippine MICE Conference (MICECON) Pre-Event/ Event Proper</b>		Good for 50 pax	
	<b>Indicative Date   Time</b>	26 Feb – 03 March 2023 (6 days) Lunch and Dinner (2 meals)		
	<b>Venue</b>	SMX Convention Center (exact meeting room tba)		
	<b>F&amp;B requirement/ Set-Up</b>	Lunch and Dinner menu <ul style="list-style-type: none"> <li>- with rice and at least 2 viands, 1 meat and 1 vegetable)</li> <li>- with 1 bottled/canned softdrink/iced tea/juice and 1 water</li> <li>- Dessert</li> <li>- Packed meal/Bento box type</li> <li>- Round Tables (c/o SMX)</li> </ul>		
<b><u>SCHEDULE OF REQUIREMENTS</u></b>				
<b>PROJECT IMPLEMENTATION SCHEDULE:</b> 26 February to 03 March 2023 (indicative)				
<b><u>TERMS OF PAYMENT</u></b>				
<ol style="list-style-type: none"> <li>1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</li> <li>2. The following document should be submitted by the winning bidder for the processing of payment: <ul style="list-style-type: none"> <li>▪ Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to: <p style="margin-left: 40px;">Chief Operating Officer/Officer-in-Charge Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> </li> </ul> </li> <li>3. The supplier must have a Land bank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Land bank account, bank charges will be shouldered by the supplier.</li> </ol>				

**I hereby certify to Comply with all the above Technical Specifications.**

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Name of Company/Bidder

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Signature over Printed Name of  
Authorized Representative

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Date

**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]*