

REQUEST FOR QUOTATION
2nd Posting

28 November 2022

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

Quotation No. TPB-RFQ_2022.11.470

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>PROVISION OF FOOD AND BEVERAGE (F&B) FOR MICECON MAIN CONFERENCE PROGRAM ACTIVITIES AT SMX (DAVAO)</p> <p>TECHNICAL SPECIFICATIONS:</p> <p><i>Requirement A</i></p> <table border="1"> <tr> <td>Event</td> <td>Philippine MICE Conference (MICECON) Pre-Conference Activity Participants</td> </tr> <tr> <td>Indicative Date Time</td> <td>01 March 2023 Lunch</td> </tr> <tr> <td>Venue</td> <td>SMX Convention Center (exact meeting room tba)</td> </tr> <tr> <td>F&B requirement/ Set-Up</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> </table>	Event	Philippine MICE Conference (MICECON) Pre-Conference Activity Participants	Indicative Date Time	01 March 2023 Lunch	Venue	SMX Convention Center (exact meeting room tba)	F&B requirement/ Set-Up	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)	PhP411,000.00	PhP411,000.00
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Est. Number of Pax	300 pax		
Requirement B			
Event	Philippine MICE Conference (MICECON) 2024 Bidders		
Indicative Date Time	01 March 2023 AM Snack		
Venue	SMX Convention Center (exact meeting room tba)		
F&B requirement/ Set-Up	Snack Menu - for recommendation by bidder (e.g. Sandwich and pasta) - Dessert/ Sweets - Plated Service - with 1 bottled/canned softdrink/iced tea/juice and 1 water - Board room/U-shaped (c/o SMX)		
Est. Number of Pax	30 pax		
Requirement C			
Event	Philippine MICE Conference (MICECON) Pre-Event/ Event Proper		
Indicative Date Time	26 Feb – 03 March 2023 (6 days) Lunch and Dinner (2 meals)		
Venue	SMX Convention Center (exact meeting room tba)		
F&B requirement/ Set-Up	Lunch and Dinner menu - with rice and at least 2 viands, 1 meat and 1 vegetable) - with 1 bottled/canned softdrink/iced tea/juice and 1 water - Dessert - Packed meal/Bento box type - Round Tables (c/o SMX)		

Est. Number of Pax	50 pax
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The establishment/F&B Provider should be able to deliver the following:

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.
2. Must be able to provide uniformed and banquet service personnel, as needed and a dedicated contact to attend to all arrangements.
3. Any other requirements that may be mutually agreed upon by the TPB and the supplier.

ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:

1. Company Profile (must have a minimum of five (5) years of experience in the food and beverage business)
2. SEC Registration Certificate
3. Must be an SMX Convention Center Davao accredited caterer.

LEGAL REQUIREMENTS

1. PhilGEPS Registration Certificate
2. Business/Mayor's permit
3. Income/Business Tax Return
4. Notarized Omnibus Sworn Statement
5. Signed Quotation/Bid Proposal
6. Signed Statement of Compliance to the Technical Specifications

Attachments:

1. Technical Specifications (**Annex "A"**)
2. Omnibus Sworn Statement (**Annex "B"**)

Note:

1. All entries must be typewritten on your company letterhead.

	2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	1. Send bill arrangement 2. Thirty (30) working days upon receipt of the invoice		
ABC	Approved Budget for the Contract (ABC) is PhP411, 000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents through email at **neriesse_casitas@tpb.gov.ph** not later than **02 December 2022 at 5:00PM**, 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

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

NERIESSE ANNE B. CASITAS
(8) 525-7312 local 273

TECHNICAL SPECIFICATION

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	<p>Philippine MICE Conference (MICECON) Pre-Conference Activity Participants</p> <table border="1" data-bbox="343 674 1005 1525"> <tr> <td data-bbox="343 674 568 846">Event</td> <td data-bbox="568 674 1005 846">Philippine MICE Conference (MICECON) Pre-Conference Activity Participants</td> </tr> <tr> <td data-bbox="343 846 568 931">Indicative Date Time</td> <td data-bbox="568 846 1005 931">01 March 2023 Lunch</td> </tr> <tr> <td data-bbox="343 931 568 1016">Venue</td> <td data-bbox="568 931 1005 1016">SMX Convention Center (exact meeting room tba)</td> </tr> <tr> <td data-bbox="343 1016 568 1525">F&B requirement/ Set-Up</td> <td data-bbox="568 1016 1005 1525"> 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> </table>	Event	Philippine MICE Conference (MICECON) Pre-Conference Activity Participants	Indicative Date Time	01 March 2023 Lunch	Venue	SMX Convention Center (exact meeting room tba)	F&B requirement/ Set-Up	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)	Good for 300 pax	
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<u>SCHEDULE OF REQUIREMENTS</u>				
PROJECT IMPLEMENTATION SCHEDULE: 26 February to 03 March 2023 (indicative)				
<u>TERMS OF PAYMENT</u>				
<ol style="list-style-type: none"> 1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement. 2. The following document should be submitted by the winning bidder for the processing of payment: <ul style="list-style-type: none"> ▪ 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> 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. 				

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

Name of Company/Bidder

Signature over Printed Name of
Authorized Representative

Date

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]