

December 15, 2022

**TPB-RFQ-2022-12-512**

## REQUEST FOR QUOTATION

**PR# 12.008**

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 THE INTERNATIONAL ECOTOURISM TRAVEL MART (IETM) 31 March 2023  
**NO. OF PAX :** 300 Pax  
**BUDGET :** Php 900,000.00 inclusive of all applicable taxes

#### I. BACKGROUND

The Tourism Promotions Board Philippines (TPB) is supporting the special event dubbed International Ecotourism Travel Mart (IETM) in the first quarter of 2023. The IETM is an annual event especially designed to bring together delegates and exhibitors to showcase products and services that have a strong ecotourism component, green technology, and sustainable green practices. The spotlight of the event is on ecotourism – an important concept for a region rich in diverse natural and cultural resources. At the core of ecotourism are the sustainability goals: experience nature and culture in all its diversity; ensure the protection and preservation of environment and culture; generate awareness, appreciation, and care for the destinations; create income for the local communities.

The event aims to attract 154 booths/pavilions/exhibitors including tribal villages, market place sellers, travel mart exhibitors, sponsors, government services, and about 40-80 international delegates from the members of the Asian Ecotourism Network (AEN).

The IETM is the first green travel mart and selling fair in the world presented by the AEN, a regional initiative of the Global Ecotourism Network (GEN) in partnership with the International School of Sustainable Tourism (ISST), Philippines. AEN is committed to connecting its stakeholders for knowledge transfer

## **II. SPECIFICATIONS/SCOPE OF WORK/SERVICES**

### **Catering Services**

- Provide catering services for 300 persons at the Sycip Hall, International School of Sustainable Tourism (ISST), in Silang, Cavite
- Serve dinner with at least 2 rounds of drinks in buffet set up with servers (assisted or managed buffet)
- Provide at least three (3) themed dinner options to choose from to include soup, salad, at least 3 mains (fish, chicken, pork/ beef option), dessert and drinks (soda/juices/ice tea/coffee/tea)
- Food to be served shall be fresh, hot and ready at least 30 minutes before dinner time
- Provision for possible dietary restrictions such as vegetarian and halal
- Complete set-up for four (4) buffet tables, at least 30 dressed round tables with 10 chairs each; prepare extra tables/chairs, as needed
- Provision of plates, glassware, utensils, table napkins and condiments
- Labels/brief description of each menu in the buffet table, indicating allergens
- Uniformed wait staff

**Note:** The event/ activity date and venue is subject to change due to uncertain situations and community restrictions brought about by the COVID 19 pandemic.

## **III. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS**

The catering services will be at dinner time on Friday, 31 March 2023 (indicative date) at the Sycip Hall, ISST, Silang, Cavite. Ingress and egress should be on the same day.

## **IV. ADDITIONAL TECHNICAL REQUIREMENTS**

- Submit a copy of the DTI/SEC registration certificate – Bidder must be Filipino owned, operated and legally registered catering/food service provider under Philippine laws;
- Submit a company profile along with the bid proposal – bidder must have at least three (3) years' experience in holding/ staging social events and functions for domestic and/ or international conferences, meetings, congresses, parties, et. al;
- Submit a copy of the PHILGEPS registration – Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS);

## **VII. TERMS OF PAYMENT**

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

## VIII. CONTACT PERSONS

**Ms. Eloisa Romero**

Email: eloisa\_romero@tpb.gov.ph

Mobile: 099989732874

Landline: 8 525 9318 loc 237

**Mr. Milo S. Oropeza**

Email: milo\_oropeza@tpb.gov.ph

Mobile: 0916 636 0777

Landline: 8 525 9318 loc 225

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong\_ducusin@tpb.gov.ph not later than **20 December 2022 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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

Contact person:

Jose T. Ducusin, Jr

Contact number:

02 8525 -7312 / 8525 – 9318 to 27

**Note: All entries must be typewritten in 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 in the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit (2022)
- c. SEC/DTI Registration Certificate
- d. Income Tax Return (ITR)/ Tax Clearance Certificate
- e. Company profile (for New Supplier)
- f. Omnibus Sworn Statement (**Annex "B"**)
- g. Statement of Compliance to the Technical Specification (**Annex "A"**)

<b>TECHNICAL SPECIFICATION</b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance</b>
A.	<b>CATERING SERVICES FOR THE INTERNATIONAL ECOTOURISM TRAVEL MART (IETM) 31 March 2023</b>	Lot 1	
	<p><b>SPECIFICATIONS/SCOPE OF WORK/SERVICES</b></p> <p>Catering Services</p> <ul style="list-style-type: none"> <li>• Provide catering services for 300 persons at the Sycip Hall, International School of Sustainable Tourism (ISST), in Silang, Cavite</li> <li>• Serve dinner with at least 2 rounds of drinks in buffet set up with servers (assisted or managed buffet)</li> <li>• Provide at least three (3) themed dinner options to choose from to include soup, salad, at least 3 mains (fish, chicken, pork/ beef option), dessert and drinks (soda/juices/ice tea/coffee/tea)</li> <li>• Food to be served shall be fresh, hot and ready at least 30 minutes before dinner time</li> <li>• Provision for possible dietary restrictions such as vegetarian and halal</li> <li>• Complete set-up for four (4) buffet tables, at least 30 dressed round tables with 10 chairs each; prepare extra tables/chairs, as needed</li> <li>• Provision of plates, glassware, utensils, table napkins and condiments</li> <li>• Labels/brief description of each menu in the buffet table, indicating allergens</li> <li>• Uniformed wait staff</li> </ul> <p>Note: The event/ activity date and venue is subject to change due to uncertain situations and community restrictions brought about by the COVID 19 pandemic.</p>		

	<p><b>PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS</b></p> <p>The catering services will be at dinner time on Friday, 31 March 2023 (indicative date) at the Sycip Hall, ISST, Silang, Cavite. Ingress and egress should be on the same day.</p>		
	<p><b>ADDITIONAL TECHNICAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Submit a copy of the DTI/SEC registration certificate – Bidder must be Filipino owned, operated and legally registered catering/food service provider under Philippine laws;</li> <li>• Submit a company profile along with the bid proposal – bidder must have at least three (3) years’ experience in holding/ staging social events and functions for domestic and/ or international conferences, meetings, congresses, parties, et. al;</li> <li>• Submit a copy of the PHILGEPS registration – Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS);</li> </ul>		
	<p><b><u>TERMS OF PAYMENT</u></b></p>		
	<p>Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.</p>		
	<p><b>CONTACT PERSONS</b></p> <p><b>Ms. Eloisa Romero</b>  Email: eloisa_romero@tpb.gov.ph  Mobile: 099989732874  Landline: 8 525 9318 loc 237</p> <p><b>Mr. Milo S. Oropeza</b>  Email: milo_oropeza@tpb.gov.ph  Mobile: 0916 636 0777  Landline: 8 525 9318 loc 225</p>		

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
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]*