

12 December 2022

### REQUEST FOR QUOTATION (RFQ)

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

**RFQ No. TPB-PR 2022.12.510 (3<sup>rd</sup> Post)**

**Requirement: SUPPLY AND DELIVERY OF FOOD & BEVERAGE, AND LOGISTICAL REQUIREMENTS FOR THE ARMY NAVY CLUB 200 200/50 ENDURANCE RACE**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>F&amp;B and Logistical Requirements</p> <p>Date / Time : 10-12 February 2023 (date is subject to change)</p> <p>Venue : Clark, Pampanga</p> <p>Number of pax : 800 pax motorcycle riders</p> <p><b>A. Food and Beverage</b>  Date: 11 February 2023  Buffet dinner for 800pax estimated at PhP700.00/pax</p> <p><i>*Submit at least 3 proposed menu list subject for approval of the TPB</i></p> <p><b>B. Accommodation</b>  a. For 5 pax Business category (if applicable/ available) or its equivalent for two (2) nights with breakfast  b. Two (2) De Luxe rooms with 2 beds  c. One (1) Single Room (TPB Official)  d. Duration: 10-12 February 2023 (3 days/2 nights)  e. Inclusive of breakfast</p> <p><i>* Should be within the proximity of the event venue</i></p>	700,000.00	700,000.00

	<p><b>C. Meals</b></p> <p>To provide meals with a maximum of Php1,500.00/day for five (5) TPB Personnel for three (3) days inclusive of breakfast (1 day)/lunch &amp; dinner (3 days), snacks on the road and beverage (soda and water) on 10-12 February 2022</p> <p><b>D. Transportation</b></p> <ol style="list-style-type: none"> <li>One unit (1) van</li> <li>Duration: 10-12 February 2022</li> <li>10-12 seaters</li> <li>Air-conditioned</li> <li>Preferably Toyota Grandia at least 2017 model</li> <li>Route: Manila-Clark-Manila and other parts of Clark</li> <li>Inclusive of Accommodation (if needed) and meals of driver</li> <li>Inclusive of toll fees, gasoline, and overtime</li> <li>Well uniform driver</li> <li>Must be fully vaccinated</li> <li>Must have a negative RT PCR Test Result 48 hours or Antigen Test 24 hours before the validation.</li> </ol> <p><b>E. Coordination Meeting and On-site Related Expenses</b></p> <p>To provide Coordination Meeting Expenses and on-site related expenses on 10-12 February 2023 in the amount of PhP 20,000.00</p> <p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable</li> <li>Company Profile</li> <li>List of ongoing and completed government and private contract for the <b>last three (3) years</b> whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the contract <ul style="list-style-type: none"> <li>For Ongoing Project – submit Notice of Award or Notice to Proceed or Contract</li> <li>For Completed Project – submit Certificate of Project Completion</li> </ul> </li> </ol>		
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	<b>LEGAL REQUIREMENTS</b> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Business/Income Tax Return Certificate</li> <li>4. Omnibus Sworn Statement</li> </ol> <b>Attachments:</b> <ul style="list-style-type: none"> <li>▪ Technical Specifications</li> <li>▪ Revised Omnibus Sworn Statement</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>▪ All entries must be typewritten in your company letterhead.</li> <li>▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> <li>▪ The quotation shall include proposed menu selection (at least 3)</li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	PhP700,000.00 inclusive of applicable taxes		

Please submit your **quotation** together with the **technical and legal documents** enumerated above to email address **bac\_sec@tpb.gov.ph/janet\_villafranca@tpb.gov.ph** not later than **16 December 2022, until 5:00pm.**

The **submission of the quotation and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.** For easy identification of email, the subject shall be in this format: **Club 200 Riders (3<sup>rd</sup> Post)\_ <Company Name>.**

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**  
12 December 2022  
 Acting Head, Procurement and General Services Division  
 Administrative Department