

February 10, 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023.02.019
PR No. 2.039


Requirements: **Service Provider for the Supply and Delivery of Birthday Cakes**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	TECHNICAL REQUIREMENTS: <ol style="list-style-type: none"> Company Profile Accomplished Statement of Technical Compliance to the Technical Specifications LEGAL REQUIREMENTS: <ol style="list-style-type: none"> PhilGEPS Certificate Updated Business/Mayor's Permit SEC/DTI Registration Certificate BIR Registration / TIN Notarized Revised Omnibus Sworn Statement ATTCHMENTS: <ol style="list-style-type: none"> Technical Specifications Statement of Compliance to the Technical Specifications NOTE: <ol style="list-style-type: none"> All entries must be typewritten in your company letterhead. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		Php230,000.00
Terms	30 days from receipt of Invoice		
ABC	The approved budget for the contract (ABC) is Php230,000.00 inclusive of all applicable taxes.		Php230,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil.fajardo@tpb.gov.ph not later than **17 February 2023 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
10 Feb. 2023
OIC, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo
Contact number: 02 8525 – 7312 loc. 278

“ANNEX A”

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF BIRTHDAY CAKES FOR THE 2ND QUARTER TO 4TH QUARTER OF 2023 AND 1ST QUARTER OF 2024

RFQ NO. TPB-PR.2023.02.20

Bidder must state here either “Comply” or “Not Comply” against each of the individual parameters of each specification.

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)																																			
1.	Cakes are from Conti’s Bakeshop or other brands with same price range to be specified in the proposal for approval of the TPB.																																				
2.	Size is Regular Round 8x7”.																																				
3.	Flavors are Sans Rival, Almond Choco Sans Rival, Moist Chocolate or other flavor for approval of TPB.																																				
4.	Dedication/Cake Topper is “Happy Birthday from TPB Family”																																				
5.	For those whose birthday is prior to the approval of Purchase Order (P\O), delivery is 10 days after issuance of approved PO.																																				
6.	For those whose birthday is after the approval of the PO, delivery is every Monday of the month at TPB Office.																																				
7.	Consolidate pictures of the proof of delivery.																																				
8.	Designation of a point person who will coordinate with TPB.																																				
9.	Payment will be based on the actual number of cakes delivered																																				
10.	<table><tr><th colspan="2">2023</th></tr><tr><th>MONTH</th><th>QUANTITY</th></tr><tr><td>April</td><td>13</td></tr><tr><td>May</td><td>7</td></tr><tr><td>June</td><td>16</td></tr><tr><td>July</td><td>16</td></tr><tr><td>August</td><td>13</td></tr><tr><td>September</td><td>19</td></tr><tr><td>October</td><td>9</td></tr><tr><td>November</td><td>6</td></tr><tr><td>December</td><td>11</td></tr><tr><th colspan="2">2024</th></tr><tr><td>January</td><td>19</td></tr><tr><td>February</td><td>16</td></tr><tr><td>March</td><td>8</td></tr><tr><td>*Provision for newly hired</td><td>10</td></tr><tr><td>TOTAL:</td><td>163</td></tr></table>	2023		MONTH	QUANTITY	April	13	May	7	June	16	July	16	August	13	September	19	October	9	November	6	December	11	2024		January	19	February	16	March	8	*Provision for newly hired	10	TOTAL:	163	<i>Note: final count for delivery to be confirmed every Friday prior the week of delivery</i>	
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11.	MODE OF PAYMENT: 1st Tranche: 25% of the total payment; upon complete delivery of cakes for the 2 nd Quarter Celebrants of 2023 2nd Tranche: 25% of the total payment; upon complete delivery of cakes for the 3 rd Quarter Celebrants of 2023 3rd Tranche: 25% of the total payment; upon complete delivery of cakes for the 4 th Quarter Celebrants of 2023 4th and Last Tranche: Remaining 25% of the total payment; upon complete delivery of cakes for the 1 st Quarter Celebrants of 2024	
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I hereby certify to comply and deliver all of the above requirements.

Name of Company

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]