

REQUEST FOR QUOTATION

April 25, 2023

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

Quotation No. TPB-PR.2023.04.072

REQUIREMENTS: TPB Board of Directors' Committee Meeting Packed Lunch and Catering Services

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>A) Packed Lunch for TPB Board of Directors' Meeting 2 Meetings (indicative dates: 17 May and 19 July 2023) Php60,000.00</p> <p>B) Catering Services for TPB Board of Directors Meeting 2 Meetings (indicative dates: 18 October 2023 and 15 November 2023) Php78,000.00</p> <p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. Accomplished Statement of Compliance to the Technical Specifications <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Update Business/Mayor's permit 3. BIR Certificate of Registration 4. Notarized Revised Omnibus Sworn Statement 5. SEC/DTI Certificate of Registration <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance to the Technical Specifications 	PhP138,000.00	PhP138,000.00

	Note: <ol style="list-style-type: none"> 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	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP138,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **April 28, 2023 on or before 5:00 P.M.**, 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.

(sgd)

ROSELLE D. ROMERO

Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

MR. SOCRATES G. TORRES
(8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: TPB Board of Directors' Committee Meeting Packed Lunch and Catering Services

Quotation No. TPB-PR.2023.04.072

***Bidder must state either "Comply" or "Not Comply" against each of the individual parameters of each particular**

ITEM	TECHNICAL SPECIFICATION		STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	Deliverables (minimum guarantee of 30 pax)	(Indicative Dates)	
	1. Packed Lunch	- 17 May 2023 - 19 July 2023	
	2. Catering	- 18 October 2023 - 15 November 2023	
2	PACKED LUNCH 1. Food and Beverage <ul style="list-style-type: none"> Packed lunch inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main entrees excluding vegetables in the count) Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified Food served shall be delivered, hot and ready at least 30 minutes before the meeting Inclusive of delivery fees to the respective meeting attendees Minimum guarantee of 30 pax for Regular Meetings 		
3	CATERING 1. Food and Beverage <ul style="list-style-type: none"> Managed lunch buffet inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main entrees excluding vegetables in the count) 		

	<ul style="list-style-type: none"> • Option for early or packed lunch • Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified • Flowing brewed coffee, tea, and drinking water for the participants while the event is on-going • Food served shall be fresh, hot and ready at least 30 minutes before each meal • Minimum guarantee of 30 pax <p>2. Arrangement Set-Up (In Session)</p> <ul style="list-style-type: none"> • All tables, chairs, dinnerware and glassware necessary for the event • Designation of a banquet coordinator • Waitstaff/service personnel clad in clean uniforms • Stand-by dedicated waitstaff while the activities are being conducted • One (1) dedicated waitstaff/service personnel for identified VIPs 	
4	Payment Schedule Within thirty (30) days from TPB's receipt of the bill / invoice	
5	Must be accredited with DOT and preferably a registered TPB member (including those with ongoing applications). TPB to consider if supplier's DOT accreditation is still subject for renewal.	
6	Must be engaged in the hotel business for at least three (3) years from the date of the opening of bids.	
7	Must have handled at least three (3) similar projects.	
8	Willing to provide services on "send-bill" arrangement.	
9	Requirements and arrangements may be changed subject to schedule constraints and/or IATF guidelines during the implementation proper. Any changes applied must not exceed the Approved Budget of Contract (ABC).	
10	Actual date and number of pax is subject to confirmation one (1) week before the event, provided that there shall be an equitable adjustment in the contract price for the increase/decrease of pax relative to the estimated 30 pax for Regular Meetings.	
11	Provide cost per head in case of increase/decrease of pax in relation to the estimated no. of pax	
12	Any other arrangements that may be mutually agreed upon by TPB and the supplier.	
13	3-star DOT-accredited hotels (or higher-rated hotels, if the rates are competitive) catering service providers to submit their bid proposals with TPB for the aforementioned committee and board meeting. The proposals shall include the incidental service requirements and fees.	
14	The quoted price for adjustments should there be sponsorship and discounts for some of the package components shall be deducted	

	from the total bid price and not from the ABC. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.	
15	The approved budget of contract is ONE HUNDRED THIRTY-EIGHT THOUSAND PESOS ONLY (PHP138,000.00) inclusive of service charge and all applicable taxes. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget.	
16	<p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1. Either has an existing credit line with TPB or would allow send-bill arrangement. 2. Through an existing credit line with TPB or send bill arrangement. Billing arrangement must be based on actual number of participants and costs incurred. 3. Preferably has a Landbank account. Payment will be made through LBP bank deposit. 4. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier. 	
17	<ol style="list-style-type: none"> 1. Must be Filipino-owned and operated, and registered under Philippine laws 2. Must submit the following requirements: <ol style="list-style-type: none"> a. Mayor's/Business Permit b. Philippine Government Electronic Procurement System (PHILGEPS) Registration Number c. Income/Business Tax Return (Notarized) d. Omnibus Sworn Statement 	
18	<p>FORCE MAJEURE</p> <p>If and to the extent that a Party's performance of any of its obligations pursuant to this Terms of Reference is prevented, hindered or delayed directly or indirectly by fire, flood, earthquake, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, rebellions or revolutions, or any other similar cause beyond the reasonable control of such Party (each a "Force Majeure Event"), and such non-performance, hindrance or delay could not have been prevented by reasonable precautions, then the non-performing, hindered or delayed Party shall be excused for such non-performance, hindrance or delay, as applicable, of those obligations affected (the "Affected Services") by the Force Majeure Event for as long as the Force Majeure Event continues and, except as otherwise provided in this Section, such Party continues to use its commercially reasonable efforts to recommence performance whenever and to whatever extent possible without delay, including through the use of alternate sources, workaround plans or other means. The Party whose performance is prevented, hindered or delayed by a Force Majeure Event shall promptly notify the other Party in writing of the</p>	

	<p>occurrence of the Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event.</p> <p>The Impacted Party shall give a written notice within 5 days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of 5 days following Notice given by it, the other party may thereafter terminate the contract agreement specific to this Terms of Reference upon written notice.</p> <p>Further, TPB and the Service Provider hereby acknowledge that while current events related to the Covid-19 pandemic are known, future impacts of the outbreak are unforeseeable and shall be considered a Force Majeure event to the extent that they prevent the performance of a Party's obligations under this Terms of Reference</p>	
19	<p>CONTRACT DURATION</p> <p>The contract is a one-time engagement and shall commence from the issuance of the Notice to Proceed (NTP) until full and complete delivery of requirements.</p>	
<p>CONTACT PERSONS ATTY. JEMIMAH NISSI M. TIAMBENG / MS. EDSHI-LEE A. CORDERO Office of the Corporate Board Secretary Telephone numbers: 8 525-9318 to 27 local 286 or 8 247-0260 Email address : ocbs@tpb.gov.ph, cc: jemimah_tiambeng@tpb.gov.ph & edshi_cordero@tpb.gov.ph</p>		

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date