

4 May 2023

REQUEST FOR QUOTATION

Quotation No. : TPB-RFQ 2023-2023-05-075

Requirements : Lease of Venue with Food and Beverage

Project Title : TPB's FY 2023 ISO Seminars and Workshops

Approved Budget : Eight Hundred fifty Thousand Pesos Only (PhP850,000.00)

The Tourism Promotions Board, through its Bids and Awards Committee (BAC), intends to lease a venue to provide the following requirements: Lease of Venue with Food and Beverage for the **TPB's FY 2023 ISO Seminars and Workshops**.

As such, **identified suppliers** are invited to **submit a quotation** duly signed by your authorized representative no later than **10 May 2023 at 05:00 P.M.**, for the item described in the Statement of Compliance vis-à-vis the attached Technical Specifications, subject to the Terms and Conditions stated herewith. **A valid and recent copy** of the following **Eligibility Requirements** is required to be submitted along with your bid as follows:

1. Statement of Compliance to the Technical Specifications (signed and dated)
2. Business/Income Tax Return
3. Business/Mayor's Permit Certificate
4. PhilGEPS Registration Certificate/Membership
5. Company Profile
6. Notarized Revised Omnibus Sworn Statement
7. DOT Accreditation Certificate
8. Picture of DOT Safety Seal

The last day for submission of **quotation and other eligibility documents** is on **10 May 2023** not later than **05:00 P.M.**, thru e-mail at soleil_fajardo@tpb.gov.ph, for the advance copy of the bidding documents and the original copy to the address provided below, 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%).

Please address your quotation to the undersigned.

Thank you very much.

A handwritten signature in black ink, appearing to read 'Arnold T. Gonzales'.**ARNOLD T. GONZALES**

Chairperson

Bids and Awards Committee

Terms and Conditions:

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotation exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The TPB shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
8. The TPB shall prefer to send bill arrangements for payment. In lieu of send bill arrangement, an advance payment of 50% of the total contract price may be made by the TPB upon confirmation of reservation, with the remaining balance to be paid after the event.
9. Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The TPB shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. The Contract Agreement/Purchase Order to be signed by the parties is subject to the 2016 Revised IRR of R.A. 9184.

Bidder: _____
Conforme: _____
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]

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS FOR LEASE OF VENUE WITH FOOD AND BEVERAGES

After having carefully read and accepted the Terms and Conditions, I/we submit my / our quotation as follows
(Bidders are required to take note of the * portion at the last page of this form before filling up the required columns):

REQUIREMENT: LEASE OF VENUE WITH FOOD AND BEVERAGES																								
PROJECT TITLE: TPB'S FY 2023 ISO SEMINARS AND WORKSHOPS																								
APPROVED BUDGET COST (ABC): EIGHT HUNDRED FIFTY THOUSAND PESOS ONLY (Php850,000.00)																								
PROPERTY/BIDDER NAME:																								
TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*																					
	COMPLIANT	NOT COMPLIANT																						
I. AVAILABILITY																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">Dates*</th> <th style="text-align: center;">No. of Participants</th> </tr> </thead> <tbody> <tr> <td>ISO 9001:2015 QMS Awareness</td> <td style="text-align: center;">22 May 2023 (08:00 AM to 05:00 PM)</td> <td style="text-align: center;">27</td> </tr> <tr> <td>Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop</td> <td style="text-align: center;">25-26 May 2023 (08:00 AM to 05:00 PM)</td> <td style="text-align: center;">42</td> </tr> <tr> <td>Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit</td> <td style="text-align: center;">29-30 May 2023 (08:00 AM to 05:00 PM)</td> <td style="text-align: center;">42</td> </tr> <tr> <td>Calibration of Document Controllers</td> <td style="text-align: center;">05 June 2023 (08:00 AM to 05:00 PM)</td> <td style="text-align: center;">32</td> </tr> <tr> <td>Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports</td> <td style="text-align: center;">31 July 2023 (08:00 AM to 05:00 PM)</td> <td style="text-align: center;">42</td> </tr> <tr> <td>ISO 9001:2015 Root Cause Analysis and Corrective Action Training and Workshop</td> <td style="text-align: center;">01-02 August 2023 (08:00 AM to 05:00 PM)</td> <td style="text-align: center;">50</td> </tr> </tbody> </table> <small>*Dates are subject to change without prior notice</small>	Particulars	Dates*	No. of Participants	ISO 9001:2015 QMS Awareness	22 May 2023 (08:00 AM to 05:00 PM)	27	Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop	25-26 May 2023 (08:00 AM to 05:00 PM)	42	Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit	29-30 May 2023 (08:00 AM to 05:00 PM)	42	Calibration of Document Controllers	05 June 2023 (08:00 AM to 05:00 PM)	32	Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports	31 July 2023 (08:00 AM to 05:00 PM)	42	ISO 9001:2015 Root Cause Analysis and Corrective Action Training and Workshop	01-02 August 2023 (08:00 AM to 05:00 PM)	50			
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II. LOCATION AND SITE CONDITION																								
A. Located within 10-kilometer radius of the TPB Office																								
B. Provision of at least six (6) parking passes/complimentary parking for vehicle of TPB officials, guests, and participants																								
III. NEIGHBORHOOD DATA																								
A. Must have health and safety protocols in adherence to the Inter-Agency Task Force, the Department of Tourism, the Department of Trade and Industry (DTI), the Department of Health (DOH), Local Government Unit (LGU) where it operates, and other government agencies, as required																								
IV. VENUE/FOOD AND BEVERAGES																								
4. Room Accommodation																								
A. Complimentary one (1) overnight room accommodation with breakfast per activity: <ul style="list-style-type: none"> Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop - 25 May 2023 Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit - 29 May 2023 ISO 9001:2015 Root Cause Analysis and Corrective Action Training and Workshop - 01 August 2023 																								
5. Venue																								

<p>A. Venue must be available on the said dates from 08:00 A.M. to 05:00 P.M. with time allowance for ingress and egress per day</p> <ul style="list-style-type: none"> • ISO 9001:2015 QMS Awareness: 22 May 2023 (1-day) • Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop: 25-26 May 2023 (2-days) • Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit: 29-30 May 2023 (2-days) • Calibration of Document Controllers: 05 June 2023 (1-day) • Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports: 31 July 2023 (1-day) • ISO 9001:2015 Root Cause Analysis and Corrective Action Training and Workshop: 01-02 August 2023 (2-days) 			
B. Banquet or ballroom with capacity based on the number of participants per activity provided above			
C. Classroom set-up adherent to IATF Guidelines space and distancing requirements			
D. High-ceiling and access to natural-light room			
E. At least four (4) Easel boards with Easel sheets			
F. At least four (4) Whiteboard with markers and eraser			
G. LCD Projector (rental included in the package) and Screen			
H. Signage stands for meeting rooms and other directional signage			
I. One (1) Registration table with telephone			
J. Two (2) TPB Secretariat table set-up at the back with three (3) chairs each			
K. Use of minimum five wireless microphones			
L. Existing fully functional Light and Sound System with on hand technician			
M. Provision for electric outlets / extension cords per table/cluster (including the registration and secretariat tables)			
N. Wi-Fi access with dedicated bandwidth to support concurrent users on multiple devices in all areas of the designated within the function room			
O. Direct LAN port connection and set-up for the TPB technical staff			
P. Pen and pads			
Q. Stand-by dedicated staff while in session			
6. Food/Meal for the Workshop			
A. Morning and afternoon snacks inclusive of one round of soda, tea, or fruit juice (Preferred A.M. & P.M. Snacks: Sandwiches or Pasta)			

B. Managed Sit-in Lunch Buffet/Platted-service inclusive of one round of soda, tea, or fruit juice (minimum of 4 kinds of main course excluding vegetables as main)			
C. Flowing brewed coffee/tea for the participants while the event is on-going			
D. Mint, nuts, candies, or chips per cluster while seminar and workshop are on-going			
E. Drinking water shall be provided for the participants			
F. Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low-sodium, or hypoallergenic)			
G. Food served shall be fresh, hot, and ready at least 30 minutes before each meal			
H. All dinnerware and glassware necessary for the event			
I. Designation of uniformed and well-trained banquet service personnel			
J. Selection of final menu subject to end user approval			
IV. OTHER REQUIREMENTS			
A. No down payment should be required by the hotel in its proposal			
B. Must be willing to accept a send-bill-arrangement with the TPB			
C. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier			
D. Full payment will be received thirty (30) working days upon receipt of Statement of Account/Billing Statement			
E. Designation of a point person who will coordinate with TPB			
F. Must be flexible and could adjust immediately to urgent requirements without additional costs to the Client			
G. Other arrangements that may be mutually agreed upon by the TPB			

****Bidder/s are encouraged to be as specific as possible in stating level of compliance to the technical specifications.***

Offered Quotation in Words:		
Offered Quotation in Figures:		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature Over Printed Name of Bidder	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Position / Company	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> mm / dd / year