

4 May 2023

REQUEST FOR QUOTATION

Quotation No. : TPB-RFQ 2023-05-076

Requirements : Lease of Venue with Accommodation, Food, and Beverage

Project Title : 2023 TPB Team Building Activity

Approved Budget : Two Million Three Hundred Thousand Pesos Only (PhP2,300,000.00)

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 **2023 TPB Team Building Activity**.

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. List of completed similar contracts for the last three (3) years

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.



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 ACCOMMODATION, FOOD, AND BEVERAGES

Updated as of 19 November 2019 v3

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: 2023 TPB TEAM BUILDING ACTIVITY			
APPROVED BUDGET COST (ABC): TWO MILLION THREE HUNDRED THOUSAND PESOS ONLY (PHP2,300,000.00)			
PROPERTY/BIDDER NAME:			
TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
	COMPLIANT	NOT COMPLIANT	
I. AVAILABILITY			
1. Venue must be available on 01-03 June 2023			
2. Venue must be able to accommodate 170 pax (minimum guarantee 127 pax)* *Final no. of pax for confirmation 1 week prior the event			
II. LOCATION AND SITE CONDITION			
1. Venue must be in a hotel/resort in Batangas, Subic, or Bataan			
2. Venue must have a parking area to accommodate TPB vehicles and Rented buses			
3. Have indoor and outdoor team building facilities			
III. NEIGHBORHOOD DATA			
1. Venue must have health and safety protocols in adherence to by 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/ACCOMMODATION			
1. Team Building Facilities / Set Up Requirement			
• Learning Sessions			
- Must be in a function room banquet set-up with PA System and technician			
- Have Lobby and Function Room signages			
- Have Secretariat Table			
- Have White boards/Easel sheets with markers			
- Have Notepads, pens, mixed nuts and mints			
- Preferably have 5 Wireless microphones or 5 microphones with stand			
- Have LCD Projector with LCD Projector Screens			
- Have rostrum			
- Have free-flowing brewed coffee and tea			
- Have hot and cold-water dispenser			
- Must have a dedicated coordinator			
- Can provide Medical Assistance in case of emergency (Personnel)			

- At least 20 mbps for concurrent users on multiple devices in all areas to be designated within the function venue			
- Wired internet connections in designated event areas			
• Engagement Activities			
- Must be in a function room dinner set-up with stage set up for the program / presentation on the evening of 01 June			
- Must be in a dinner set-up based on provided theme preferably near pool area or beach area with stage set up for the program / presentation on the evening of 02 June			
- Must have lights and sound System with on hand technician for 01-02 June dinner			
- Must have a videoke set-up for 02-03 June 2023 dinner			
- Entertainment band or alternative, subject for approval			
- Can provide Medical Assistance in case of emergency (Personnel)			
• Food and Beverages			
- Must be in a Buffet Table setting			
- AM and PM snacks must be inclusive of one round of drinks/refreshments			
- Buffet Lunch and Dinner must be inclusive of one round of soft drinks or iced tea and ice for beverage			
- Must be able to accommodate dietary restrictions of participants (halal, vegetarians, diabetics, people with allergies, etc.)			
- Must have drinking water for the participants			
- Food to be served must be fresh, hot, and ready at least 30 minutes before each meal			
- Must have all dinnerware and glassware necessary for the event			
- Must have waiters/service personnel clad in clean uniforms			
- Must have clean linens with motif as specified/required for the event			
- Chairs and tables in a round-table set-up during breakfast, lunch and dinner			
- Set-up must be ready one hour before the start of the activities			
- <div> <div>Day 1</div> <div>Lunch PM Snack Dinner (indoor with stage set up)</div> </div> <div> <div>Day 2</div> <div>Breakfast AM Snack Lunch PM Snack Dinner (outdoor with stage set up)</div> </div> <div> <div>Day 3</div> <div>Breakfast AM Snack Lunch PM Snack (packed)</div> </div>			
• Accommodation Requirement			
- Group facilitation check in and check out			
- Maximum room requirement: 50 rooms			

<ul style="list-style-type: none"> - Bed sharing with approximate breakdown: <ul style="list-style-type: none"> ▪ Three (3) Single or Family Room for VIPs ▪ Eight (8) Double ▪ Seventeen (17) Triple ▪ Twenty-two (22) Quadruple <p>Note: Provision of 5 rooms triple sharing on 31 May 2023 for the advance party</p>			
- All room requirements subject to confirmation 3 days prior to event proper			
- Provision of drinking water, coffee, tea and toiletry amenities per room			
- Must have a Wi-Fi access per room			
V. OTHER REQUIREMENTS			
1. Designation of a point person who will coordinate with TPB			
2. Must be flexible and could adjust immediately to urgent requirements without additional costs to the Client			
3. Other arrangements that may be mutually agreed upon by the TPB			
4. With existing crisis management team / personnel (earthquake, fire, etc.)			
5. 50% downpayment before check-in then 50% remaining balance upon check-out			
6. All incurred charges during the event proper will be settled thru send-bill arrangement			
7. Supplier must submit Statement of Account (SOA) or Billing Statement for processing of payment			
8. Payment will be made through Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to the preferred alternate bank will be shouldered by the bidder			

****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:		
_____ Signature Over Printed Name of Bidder	_____ Position / Company	_____ mm / dd / year