

01 June 2023

REQUEST FOR QUOTATION

Quotation No. : TPB-RFQ 2023-06-106

Requirements : Lease of Venue with Food and Beverages

Project Title : TPB Regular Board of Directors' Meetings for the 2nd Semester of 2023

Approved Budget : One Hundred Eighty Thousand Pesos Only (PhP180,000.00)

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 Regular Board of Directors' Meetings for the 2nd Semester of 2023.**

As such, **identified suppliers** are invited to **submit a quotation** duly signed by your authorized representative no later than **08 June 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. PhilGEPS Registration Certificate/Membership
3. Business/Income Tax Return
4. Business/Mayor's Permit Certificate
5. Company Profile (for new bidder)
6. Notarized Revised Omnibus Sworn Statement
7. DOT Accreditation Certificate
8. TPB Certificate of Membership (optional)
9. List of ongoing similar contracts for at least 3 years
10. Price Breakdown of the Quoted Price/Financial Quotation

The last day for submission of **quotation and other eligibility documents** is on **08 June 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

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

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: _____

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS FOR LEASE OF VENUE WITH ACCOMMODATION, 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 REGULAR BOARD OF DIRECTORS' MEETINGS FOR THE 2ND SEMESTER OF 2023			
APPROVED BUDGET COST (ABC): ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (Php180,000.00)			
PROPERTY/BIDDER NAME:			
TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE
	COMPLIANT	NOT COMPLIANT	
I. AVAILABILITY			
Venue must be available on the following dates from 10:00 AM to 5:00 PM: <ul style="list-style-type: none"> 21 June 2023 16 August 2023 20 December 2023 			
II. LOCATION AND SITE CONDITION			
Provision of parking passes/complimentary parking for vehicle for at least 3 vehicles or 10% of the guaranteed pax, whichever is greater			
III. NEIGHBORHOOD DATA			
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			
Maintains the minimum health and safety protocols in the building including the common areas.			
IV. VENUE / FOOD & BEVERAGES			
Function Room/Venue			
Function Room with capacity for 30 pax			
Capacity for hybrid meeting set-up such as but not limited to audio-visual presentation set-up, high-speed internet connection with at least 100mbps			
One (1) U-Shape Table Setup for 9 Board Members and 1 Acting Corporate Secretary (may vary, depending on the availability of the ex-officio members and their alternates)			
Separate Table for 12 TPB Executives			
Long table for three (3) Secretariat members			
1 round table for five (5) staff			
Function room to be used from 10:00 AM until 5:00 PM			
Fully functional light and sound system with on hand technician for the duration of the function room usage			
Electric outlets/extension cords per table			
Wireless conference microphone at the U-shaped table per Board Member and Acting Corporate Secretary			
1 Printer, 1 LCD Projector and Screen (rental included in the package)			
Signage stands for the meeting room and other directional signage			
Telephone unit with outside line for local calls			
Pens/pencils and pads at tables			
Replenishable mint, nuts, candies, or chips per table			
With waitstaff/service personnel clad in clean uniforms			
With stand-by dedicated waitstaff while the activities are being conducted			
One (1) dedicated waitstaff/service personnel for identified VIPs			
Food and Beverage			
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)			
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			
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			
V. OTHER REQUIREMENTS			
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).			
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.			
Any other arrangements that may be mutually agreed upon by TPB and the supplier.			
The proposals shall include the incidental service requirements and fees			
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			
No down payment should be required by the supplier in its proposal			
Either has an existing credit line with TPB or would allow send-bill arrangement			
Payment will be received thirty (30) working days upon receipt of Statement of Account/Billing Statement			
TPB transmits payment through fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be facilitated but bank charges will be borne by the Supplier			
<p>The following documents should be submitted by the winning bidder for the processing of payment:</p> <ul style="list-style-type: none"> ○ Statement of Account/Billing Statement with detailed costs for all services rendered to include all fees and taxes addressed to: Domestic Promotions Department Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100 ○ Copy of Official Receipt 			

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

Offered Quotation in Words: Offered Quotation in Figures:		
Signature Over Printed Name of Bidder	Position and Company	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]