

13 June 2023

REQUEST FOR QUOTATION

Quotation No. : TPB-RFQ 2023-06-111

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

Project Title : Mid-Year TPB Strategic Planning for CY 2024

Approved Budget : Two Million Seventy Thousand Pesos Only (PhP2,070,000.00)

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 Accommodation, Food, and Beverage for the **Mid-Year TPB Strategic Planning for CY 2024**.

As such, **identified suppliers** are invited to **submit a quotation** duly signed by your authorized representative no later than **20 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. List of completed government and private similar projects within the last one (1) year

The last day for submission of **quotation and other eligibility documents** is on **20 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

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 ACCOMMODATION, FOOD, AND BEVERAGES			
PROJECT TITLE: MID-YEAR TPB STRATEGIC PLANNING FOR CY 2024			
APPROVED BUDGET COST (ABC): TWO MILLION SEVENTY THOUSAND PESOS ONLY (Php2,070,000.00)			
PROPERTY/BIDDER NAME:			
TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE
	COMPLIANT	NOT COMPLIANT	
I. AVAILABILITY			
1. Meeting venue and function room must be available from: <ul style="list-style-type: none"> • 11 – 14 July 2023 (or the finalized dates as confirmed) • 10:00 AM – 09:00 PM on Day 1, • 08:00 AM – 09:00 PM on Days 2 and 3, and • 08:00 AM – 02:00 PM on Day 4 • with time allowance for ingress and egress per day 			
II. LOCATION AND SITE CONDITION			
1. Located within either San Fernando or San Juan, La Union			
2. With at least 10 complimentary parking slots based on guaranteed number (may include 2 tour buses)			
3. With special parking flat rate for the rest of the attendees			
III. NEIGHBORHOOD DATA			
1. Conforming with the government's safety guidelines and protocols			
2. Maintains the minimum health and safety protocols in the building including the common areas.			
IV. VENUE / FOOD & BEVERAGES			
1. Function Room/Venue			
a. Banquet or ballroom with capacity for at least 80 pax with round table clusters setting adherent to IATF Guidelines space and distancing requirements; banquet or ballroom must be unobstructed (without pillars in the event space)			
b. Existing fully functional Light and Sound System with on hand technician for the duration of the function room usage			
c. With the provisions of the following: <ul style="list-style-type: none"> c1. Electric outlets / extension cords <u>per table</u>, including the registration and secretariat tables c2. Podium/Rostrum with microphone c3. Wireless microphone provision for the Facilitator and per participants' table c4. At least two (2) Easel boards with replenishable easel sheets c5. Whiteboard with different colored markers and eraser c6. LCD Projector (rental included in the package) and screen c7. Signage stands for meeting rooms and other directional signage c8. Registration table c9. Two (2) Secretariat's table c10. Pens/pencils and pads provided daily c11. Replenishable mint, nuts, candies, or chips per cluster 			
2. Food and Beverages			
a. Evening meals for 6 pax on 10 July 2023 or equivalent meals service based on room occupancy allowance			
b. Morning and afternoon snacks inclusive of one round of soda, tea or fruit juice (Preferred A.M.& P.M. Snacks: Sandwiches and Pasta on			

half and half portions) on 11-14 July 2023 (60-80 pax; selection of the final menu subject to end-user's approval)			
c. Managed Lunch and Dinner Buffets inclusive of one round of soda, tea or fruit juice (minimum of 4 kinds of main entrées excluding vegetables in the count) on 11-13 July 2023 (with dinner) and on 14 July 2023 (without dinner) (60-80 pax; selection of the final menu subject to end-user's approval)			
d. Limited accommodation option for special needs diet (gluten free, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified			
d. Flowing extra strong brewed coffee/tea for the participants while the event is on-going			
e. Hot and cold-water dispenser near the coffee/tea station			
f. Drinking water shall be provided for the participants			
g. Food served shall be fresh, hot, and ready at least 30 minutes before each meal			
h. Replenishable mint, nuts, candies, or chips per cluster			
i. All dinnerware and glassware necessary for the event			
j. Standby waitstaff/service personnel clad in clean uniforms			
k. Designation of a banquet coordinator			
l. One (1) dedicated waitstaff/service personnel for identified VIP			
3. Accommodation			
a. Superior room or its equivalent as the minimum category for all the following: <ul style="list-style-type: none"> a1. Advanced Planning Coordination Party (10 July 2023) <ul style="list-style-type: none"> ▪ Two (2) single rooms ▪ Two (2) twin sharing rooms (separate twin beds set-up) ▪ One (1) triple sharing room a2. If 60 pax participants (11 to 14 July 2023) (already includes the Advance Party) <ul style="list-style-type: none"> ▪ Four (4) single rooms ▪ Twenty-seven (27) twin sharing rooms (separate twin beds set-up) ▪ One (1) triple sharing room a3. If 80 pax participants (11 to 14 July 2023) (already includes the Advance Party) <ul style="list-style-type: none"> ▪ Four (4) single rooms ▪ Thirty-seven (37) twin sharing rooms (separate twin beds set-up) ▪ One (1) triple sharing room 			
Note: final rooming list will be advised within 24 hrs of the check-in date			
b. Inclusive of complimentary daily breakfast			
c. With complimentary drinking water and toiletry amenities replenished daily			
d. With in-room safe			
e. With in-room coffee and tea making equipment			
4. Additional Special Room Requirement			
a. Side Room/Lounge with Wi-Fi to use as a break room facility for satellite meetings in case needed (First to Fourth Day; specify add cost if applicable)			
5. Connectivity/Wi-Fi Specifications			
a. Direct LAN port connection and set-up for the TPB technical staff (specify add cost if applicable)			
b. Wi-Fi access with minimum of bandwidth at 100mbps or higher for use of 60-80 concurrent users on multiple devices in all areas			

within the designated function room and stable complimentary Wi-Fi in the accommodation rooms <ul style="list-style-type: none"> Specify if bandwidth for use in the Function Room is common use or dedicated Specify minimum bandwidth allocation included in the package Specify add cost for higher bandwidth allocation and the specific bandwidth to be upgraded to 			
V. OTHER REQUIREMENTS			
a. Should the indicative dates stated herein be not workable, then the actual dates may be worked out by both parties subject to mutual availability and agreement without changes to the other specifications stated in this Technical Specification			
b. Supplier must be willing to accept a send bill arrangement.			
c. Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing.			
d. 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			

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

<p>Offered Quotation in Words:</p> <p>Offered Quotation in Figures:</p>		
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]