

23 June 2023

**REQUEST FOR QUOTATION**

**Quotation No.** : TPB-RFQ 2023-06-120

**Requirements** : Lease of Venue with Food and Beverages

**Project Title** : Consumer Campaigns for the Balikbayan Market Through VIP Tour 2023

**Approved Budget** : One Million Pesos Only (PhP1,000,000.00)

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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 **Consumer Campaigns for the Balikbayan Market Through VIP Tour 2023**.

As such, **identified suppliers** are invited to **submit a quotation** duly signed by your authorized representative no later than **29 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 similar contracts for at least three (3) years

The last day for submission of **quotation and other eligibility documents is on 29 June 2023** not later than **05:00 P.M.**, thru e-mail at [soleil.fajardo@tpb.gov.ph](mailto: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:** \_\_\_\_\_

# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS FOR LEASE OF VENUE WITH 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*):

<b>REQUIREMENT: LEASE OF VENUE WITH FOOD AND BEVERAGES</b>			
<b>PROJECT TITLE: CONSUMER CAMPAIGNS FOR THE BALIKBAYAN MARKET THROUGH VIP TOUR 2023</b>			
<b>APPROVED BUDGET COST (ABC): ONE MILLION PESOS ONLY (PHP1,000,000.00)</b>			
<b>PROPERTY/BIDDER NAME:</b>			
TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
	COMPLIANT	NOT COMPLIANT	
<b>I. AVAILABILITY</b>			
1. Venue must be available on 17 July 2023 from 5:00 PM to 11:00 PM			
2. Venue must be able to accommodate 350 pax			
<b>II. LOCATION AND SITE CONDITION</b>			
1. Venue must be in a hotel within Metro Manila, preferably in Taguig, Makati, Pasay or Paranaque			
2. Venue must have a parking area to accommodate TPB vehicles and Rented buses			
<b>III. NEIGHBORHOOD DATA</b>			
1. 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			
2. Maintains the minimum health and safety protocols in the hotel including the common areas			
<b>IV. VENUE/FOOD/ACCOMMODATION</b>			
<b>1. Venue Requirement</b>			
• Function room with capacity for 350 pax			
• 35 Banquet round table for 10 pax			
• Separate table for 2 TPB secretariat with table topper			
• Separate table for VIPs/Executives with table topper			
• Fully functional light and sound system with technician on standby for the duration of the function room usage			
• Provision of stage for performers			
• Must have waitstaff/service personnel clad in clean uniforms			
• One (1) dedicated waitstaff/service personnel for identified VIPs			
<b>2. Food and Beverage Requirement</b>			
• Managed dinner buffet in Filipino and International cuisine, inclusive of one round of soda, tea, or fruit juice			

<ul style="list-style-type: none"> <li>• Must be able to accommodate dietary restrictions of participants (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free, etc.) pre-arranged and pre-identified</li> </ul>			
<ul style="list-style-type: none"> <li>• Free-flowing drinking water for the participants</li> </ul>			
<ul style="list-style-type: none"> <li>• Provision of Lechon or Lechon Belly good for 350 pax</li> </ul>			
<ul style="list-style-type: none"> <li>• Food to be served must be fresh, hot, and ready at least 30 minutes before each meal</li> </ul>			
<ul style="list-style-type: none"> <li>• Complete set-up for the buffet stations and dressed cocktail tables/chairs with appropriate ambient décor</li> </ul>			
<ul style="list-style-type: none"> <li>• Designation of a banquet coordinator</li> </ul>			
<ul style="list-style-type: none"> <li>• Uniformed and well-trained banquet service personnel</li> </ul>			
<ul style="list-style-type: none"> <li>• One (1) dedicated waitstaff/service personnel for identified VIPs</li> </ul>			
<ul style="list-style-type: none"> <li>• Set-up must be ready one hour before the start of the activities</li> </ul>			
<ul style="list-style-type: none"> <li>• Must submit menu selection prior to the event</li> </ul>			
<b>V. OTHER REQUIREMENTS</b>			
1. Locally made Souvenirs/Giveaways (food or non-food) for 350 pax. Supplier must submit a sample for End-User's approval			
2. Designation of a point person who will coordinate with TPB			
3. Must be flexible and could adjust immediately to urgent requirements			
4. Other arrangements that may be mutually agreed upon by the TPB			
5. Must have free cancellation, rebooking, transferable or refundable policies due to general travel restrictions imposed by the Philippine Government or by the foreign guest/s country			
6. Must be willing to accept a send-bill arrangement with the TPB			
7. Must be willing to extend FOC or preferential rates			
8. Payment term is 30-days upon receipt of statement of Account (SOA) or Billing statement			
9. 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.***

<b>Offered Quotation in Words:</b>  <b>Offered Quotation in Figures:</b>	
_____ <b>Signature Over Printed Name of Bidder</b>	_____ <b>Position / Company</b>
_____ <b>mm / dd / year</b>	

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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]*