

July 4, 2023

REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

RFQ No. **TPB-RFQ 2023-07-140**

PR No. **6.094**

Requirements : **Supply and Delivery of Food Packs for the Opening and Closing Meeting of TPB's Quality Management System ISO 9001:2015 Internal Audit and External Audit**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
Lot 1	Opening and Closing Meeting of ISO 9001:2015 Internal Quality Audit <ul style="list-style-type: none"> Provision of individually packed food/meal and delivering it to the TPB Office on the following dates from 10:00 AM to 11:00 AM: <ul style="list-style-type: none"> 26 July 2023 (Opening) – 155 pax 28 July 2023 (Closing) – 155 pax Inclusive of AM Snack and Lunch meal set with drinks Inclusive of delivery fee Must be able to accommodate dietary restrictions (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free, etc.) Must submit menu selection prior to the event Must assign at least two (2) persons-in-charge of pre-delivery and delivery preparations who will coordinate with TPB 		Php324,000.00
Lot 2	External Audit <ul style="list-style-type: none"> Provision of individually packed food/meal and delivering it to the TPB Office on 20 October 2023 from 10:00 AM to 11:00 AM – 160 pax Inclusive of AM Snack and Lunch meal set with drinks Inclusive of delivery fee Must be able to accommodate dietary restrictions (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free, etc.) Must submit menu selection prior to the event Must assign at least two (2) persons-in-charge of pre-delivery and delivery preparations who will coordinate with TPB TECHNICAL REQUIREMENTS: <ol style="list-style-type: none"> Company Profile (for new bidder) Accomplished Statement of Technical Compliance to the Technical Specifications 		PhP176,000.00

TOURISM PROMOTIONS BOARD PHILIPPINES

	LEGAL REQUIREMENTS: <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. SEC/DTI Certificate of Registration 4. Notarized Revised Omnibus Sworn Statement "Annex C" ATTCHMENTS: <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications for Lot 1 "Annex A" 2. Statement of Compliance to the Technical Specifications for Lot 2 "Annex B" 3. Notarized Revised Omnibus Sworn Statement "Annex C" NOTE: <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days from receipt of Invoice		
Delivery	Opening and Closing Meeting of ISO 9001:2015 Internal Quality Audit <ul style="list-style-type: none"> • 26 July 2023 (Opening) • 28 July 2023 (Closing) External Audit <ul style="list-style-type: none"> • 20 October 2023 		
ABC	The Approved Budget for the Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes.		PhP500,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **10 July 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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%).
Thank you very much.


ROSELLE D. ROMERO
05 July 2023

Acting Head, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo
 Contact number: 02 8525 – 7312 loc. 278

ANNEX "A"**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS****SUPPLY AND DELIVERY OF FOOD PACKS FOR THE OPENING AND CLOSING MEETING OF TPB'S QUALITY MANAGEMENT
SYSTEM ISO 9001:2015 INTERNAL AUDIT AND EXTERNAL AUDIT LOT 1
TPB-RFQ 2023-07-140**

Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
OPENING AND CLOSING MEETING OF ISO 9001:2015 INTERNAL QUALITY AUDIT		
1.	Provision of individually packed food/meal and delivering it to the TPB Office on the following dates from 10:00 AM to 11:00 AM: - 26 July 2023 (Opening) – 155 pax - 28 July 2023 (Closing) – 155 pax	
2.	Inclusive of AM Snack and Lunch meal set with drinks	
3.	Inclusive of delivery fee	
4.	Must be able to accommodate dietary restrictions (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free, etc.)	
5.	Must submit menu selection prior to the event	
6.	Must assign at least two (2) persons-in-charge of pre-delivery and delivery preparations who will coordinate with TPB	
TERMS OF PAYMENT		
1.	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	
2.	Must be willing to accept a send-bill arrangement	
3.	Full payment will be receive thirty (30) working days upon receipt of Statement of Account/Billing Statement	
CONTRACT DURATION		
1.	The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date

ANNEX "B"**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS****SUPPLY AND DELIVERY OF FOOD PACKS FOR THE OPENING AND CLOSING MEETING OF TPB'S QUALITY MANAGEMENT
SYSTEM ISO 9001:2015 INTERNAL AUDIT AND EXTERNAL AUDIT LOT 2
TPB-RFQ 2023-07-140**

Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
OPENING AND CLOSING MEETING OF ISO 9001:2015 INTERNAL QUALITY AUDIT		
1.	Provision of individually packed food/meal and delivering it to the TPB Office on 20 October 2023 from 10:00 AM to 11:00 AM – 160 pax	
2.	Inclusive of AM Snack and Lunch meal set with drinks	
3.	Inclusive of delivery fee	
4.	Must be able to accommodate dietary restrictions (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free, etc.)	
5.	Must submit menu selection prior to the event	
6.	Must assign at least two (2) persons-in-charge of pre-delivery and delivery preparations who will coordinate with TPB	
TERMS OF PAYMENT		
1.	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	
2.	Must be willing to accept a send-bill arrangement	
3.	Full payment will be receive thirty (30) working days upon receipt of Statement of Account/Billing Statement	
CONTRACT DURATION		
1.	The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

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]