

21 July 2023

REQUEST FOR QUOTATION

Quotation No. : TPB-RFQ 2023-07-156

Requirements : Lease of Venue with Food and Beverages

Project Title : TPB In-House Learning Session: The Joy of TikTok: Empowering Creativity in Tourism

Approved Budget : Seventy Thousand Pesos Only (Php70,000.00)

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 In-House Learning Session: The Joy of TikTok: Empowering Creativity in Tourism**.

As such, **identified suppliers** are invited to **submit a quotation** duly signed by your authorized representative no later than **26 July 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. DOT Safety Seal Certificate

The last day for submission of **quotation and other eligibility documents** is on **26 July 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. Bidders must be willing to accept full send bill arrangement with TPB for the payment.
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: IN-HOUSE LEARNING SESSION: THE JOY OF TIKTOK: EMPOWERING CREATIVITY IN TOURISM			
APPROVED BUDGET COST (ABC): SEVENTY THOUSAND PESOS ONLY (PHP70,000.00)			
PROPERTY/BIDDER NAME:			
TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE
	COMPLIANT	NOT COMPLIANT	
I. AVAILABILITY			
Venue must be available on 10 August 2023 8:00 AM to 5:00 PM (indicative)			
Venue must be able to accommodate 35 pax (minimum guaranteed of 25 pax)			
Final date of conduct to be advised at least one (1) week prior to the event			
II. LOCATION AND SITE CONDITION			
Located within 10-kilometer radius of the TPB Office			
Provision of at least six (6) parking passes/complimentary parking for vehicles of TPB officials, guests, and participants			
III. NEIGHBORHOOD DATA			
Venue 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			
IV. VENUE / FOOD & BEVERAGES			
Venue			
Classroom set-up adherent to IATF Guidelines space and distancing requirements			
High-ceiling and access to natural-light room			
No obstructing pillars			
Provision of the following: <ul style="list-style-type: none"> At least two (2) Easel boards with Easel sheets At least two (2) Whiteboard with markers and eraser LCD Projector (rental included in the package) and Screen. Signage stands for meeting rooms and other directional signage One (1) Registration table with telephone Two (2) TPB Secretariat table set-up at the back with three (3) chairs each Use of minimum 3 wireless microphones Pens and Pads Mint, nuts, candies, or chips per cluster while seminar and workshop are on-going 			
Drinking water shall be provided for the participants			
Flowing brewed coffee/tea for the participants while the workshop is on-going			
Existing fully functional Light and Sound System with on-hand technician			
Provision for electric outlets/extension cords per table/cluster (including the registration and secretariat tables)			
Wi-Fi access with dedicated bandwidth to support concurrent users on multiple devices in all areas the designated within the function room			
Direct LAN port connection and set-up for the TPB technical staff			
Stand-by dedicated staff while in session			
Food and Beverage			
Morning and afternoon snacks inclusive of one round of soda, tea, or fruit juice (Preferred A.M. & P.M. Snacks: sandwiches; pasta or traditional Filipino snacks)			

Managed Sit-in Lunch Buffet inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main course excluding vegetables as main)			
Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low-sodium, hypoallergenic or gluten free)			
Food served shall be fresh, hot and ready at least 30 minutes before each meal			
All dinnerware and glassware necessary for the event			
Designation of uniformed and well-trained banquet service personnel			
Selection of final menu subject to end-user approval			
V. OTHER REQUIREMENTS			
Designation of a point person who will coordinate with TPB			
Must be flexible and could adjust immediately to urgent requirements without additional costs to the Client			
Other arrangements that may be mutually agreed upon by the TPB			
No downpayment should be required by the hotel/property/venue in its proposal			
Supplier must be willing to accept FULL send-bill arrangement with TPB			
Payment will be based on the actual cost			
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			
Full payment will be received thirty (30) working days upon receipt of Statement of Account/Billing Statement			
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			

<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]