

August 4, 2023

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2023-08-168**

PR No. **7.051**

Requirements : **Services of a Tour Operator for the Central Luzon Sustainable Tourism Summit 2023**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Catering/Food and Beverage</p> <ol style="list-style-type: none"> Provision for food and beverage requirements fit for above-mentioned guests. Curated menu selections (Filipino fusion or continental dishes) subject to the approval of TPB three (3) days before the event Should be a managed buffet dinner set-up with salad bar, soup, rice, at least 3 viands, dessert and one round of drinks (choice of iced tea, sodas, or chilled juices) Should be able to cater for 500 pax with a 10% buffer Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.) With free-flowing coffee/tea/water Rate shall include the meals of the crew and entertainers/dancers, outside the guaranteed 500 pax, tables and chair set-up with centerpiece in accordance with the event's theme and motif Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel, standby waiters for all VIP tables, and a dedicated point person to attend to all arrangements Must be able to provide appropriate tables and chairs with styling and linen for the banquet set up following the theme of the dinner Should be accredited by the SBMA <p>Cultural Entertainment</p> <ol style="list-style-type: none"> Duration: 15 to 20-minute live entertainment performance preferably with the theme "Best Philippine Festive Dances" featuring Luzon, Visayas and Mindanao. Should be with at least 15 dancers The presentation should be appropriate to the venue The entertainment company shall provide the costumes and props necessary for the performances 		PhP791,000.00

TOURISM PROMOTIONS BOARD PHILIPPINES

	<ol style="list-style-type: none"> 4. The presentation should showcase the beauty of the Philippines and the story of the Filipinos through music, festive and exquisite dances. 5. The entertainment company must be flexible in dividing the dance presentation into sets as deemed fit in the program. 6. The winning supplier shall arrange for, and shoulder, the performers' professional fees, and production assistants; travel and other expenses, including airfare, land transportation, accommodation, meals, and other miscellaneous expenses, as needed 7. The winning supplier should coordinate with the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels (if any), schedule of the dry run, and other elements of the show 8. Rate shall include the meals (outside the 500 pax) of the crew and entertainers/dancers <p>Logistical Requirement</p> <ol style="list-style-type: none"> 1. Provision of van rental for two (2) days (Personnel's residence/TPB office – Subic – Personnel's residence/TPB office and around Subic) 2. Maximum of two (2) overnight room accommodation for TPB personnel in a business-type accommodation establishment. Preferably near the venue of the Welcome Dinner 3. Provision of meals for two (2) TPB personnel amounting to PhP1,500.00 per pax per day <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A" 3. List of at least three (3) local or government completed projects from 2020 – 2022 4. DOT Accreditation Certificate <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Income/Business Tax Return 4. SEC/DTI Certificate of Registration 5. Notarized Revised Omnibus Sworn Statement Annex "B" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications Annex "A" 2. Notarized Revised Omnibus Sworn Statement Annex "B" 		
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	NOTE: 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	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP791,000.00 inclusive of all applicable taxes.		PhP791,000.00

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 August 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

04 August 2023

Acting Head, Procurement and General Services Division

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

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE CENTRAL LUZON SUSTAINABLE TOURISM SUMMIT 2023
TPB-RFQ 2023-08-168**

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)
Catering/Food & Beverage		
1.	Provision for food and beverage requirements fit for above-mentioned guests. Curated menu selections (Filipino fusion or continental dishes) subject to the approval of TPB three (3) days before the event	
2.	Should be a managed buffet dinner set-up with salad bar, soup, rice, at least 3 viands, dessert and one round of drinks (choice of iced tea, sodas, or chilled juices)	
3.	Should be able to cater for 500 pax with a 10% buffer	
4.	Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)	
5.	With free-flowing coffee/tea/water	
6.	Rate shall include the meals of the crew and entertainers/dancers, outside the guaranteed 500 pax, tables and chair set-up with centerpiece in accordance with the event's theme and motif	
7.	Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel, standby waiters for all VIP tables, and a dedicated point person to attend to all arrangements	
8.	Must be able to provide appropriate tables and chairs with styling and linen for the banquet set up following the theme of the dinner	
9.	Should be accredited by the SBMA	
Cultural Entertainment		
1.	Duration: 15 to 20-minute live entertainment performance preferably with the theme "Best Philippine Festive Dances" featuring Luzon, Visayas and Mindanao. Should be with at least 15 dancers	
2.	The presentation should be appropriate to the venue	
3.	The entertainment company shall provide the costumes and props necessary for the performances	
4.	The presentation should showcase the beauty of the Philippines and the story of the Filipinos through music, festive and exquisite dances.	
5.	The entertainment company must be flexible in dividing the dance presentation into sets as deemed fit in the program.	
6.	The winning supplier shall arrange for, and shoulder, the performers' professional fees, and production assistants; travel and other expenses, including airfare, land transportation, accommodation, meals, and other miscellaneous expenses, as needed	
7.	The winning supplier should coordinate with the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels (if any), schedule of the dry run, and other elements of the show	

8.	Rate shall include the meals (outside the 500 pax) of the crew and entertainers/dancers	
Logistical Requirement		
1.	Provision of van rental for two (2) days (Personnel's residence/TPB office – Subic – Personnel's residence/TPB office and around Subic)	
2.	Maximum of two (2) overnight room accommodation for TPB personnel in a business-type accommodation establishment. Preferably near the venue of the Welcome Dinner	
3.	Provision of meals for two (2) TPB personnel amounting to PhP1,500.00 per pax per day	
Date of Implementation		
1.	Project: Central Luzon Sustainable Summit 2023 (Welcome Dinner with Entertainment) Date: 26 September 2023 Venue: Hall C, Subic Bay Exhibition and Convention Center	
Terms of Payment		
1.	Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB) based on actual cost	
2.	Full payment is within thirty (30) working days upon receipt of Statement of Account (SOA) or Billing with completion of the requirements stipulated in the technical specifications	
3.	The supplier is encouraged to have a Landbank account. Payment will be through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier	
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]