

REQUEST FOR QUOTATION

04 October 2023

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

Quotation No. TPB-PR.2023-10-262

PR No. 9.041

REQUIREMENTS: Food and Beverages Requirements Provider for Dinner MICE Plus

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE AND DELIVERABLES:</p> <p>A. Specifications</p> <p>Event: TPB Sponsorship of Dinner Reception for AFG Incentive Group (South Korea) Venue: BE Hotel (official hotel of the group) Date Time 19 November 2023, Sunday (indicative date) Set-Up: Buffet, Banquet No of Pax: 330 pax only</p> <p>B. Provider must be able to offer a wide selection of international buffet selection with one round of drink. (Submit menu for selection prior to the event)</p> <p>C. Must be able to provide sufficient number of uniformed and well-trained banquet service personnel; standby waiters for all VIP tables and a dedicated Event Sales Leader to attend to all arrangements.</p> <p>D. Must be able to accommodate dietary restrictions of guests (i.e. halal, vegetarians, pescetarian, diabetics, people with allergies).</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</p>	PhP500,000.00	PhP500,000.00

	<p>1. Operating a food business for the last three (3) years</p> <p>2. Preferably, an accredited establishment of the Department of Tourism (DOT)</p> <p>OTHER TERMS AND CONDITIONS</p> <p>Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.</p> <p>In case of a fortuitous event/s or force majeure, payment will be delivered based on the actual expenses borne by the supplier in the delivery of their services and reflected in their Billing / Invoice / Statement of Account.</p> <p>LEGAL REQUIREMENT:</p> <ul style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Omnibus Sworn Statement (Annex "B") f. Company profile (New Supplier) <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> - Technical Specification (Annex "A") Bidder's Statement of Compliance <p>NOTE:</p> <ul style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days. <p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>19 November 2023, Sunday (indicative date)</p> <p>PAYMENT TERMS AND SCHEDULE:</p> <ul style="list-style-type: none"> A. Supplier must be amenable to no down payment policy B. Supplier must be amenable to send bill arrangement C. Full payment is 30 working days after services are rendered in full/complete D. Supplier must submit a Statement of Account (SOA) / Billing Statement for the processing of payment: 		
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	<p>The Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee must be addressed to:</p> <p>MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer/Officer-in-Charge Tourism Promotions Board, 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100 c/o the MICE Department</p> <p>Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.</p> <p>CONTRACT DURATION</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all the deliverables.</p> <p>Contact Information – Project Officers</p> <p>MILO S. OROPEZA Acting Head, Events Marketing & Services Division, MICE Department milo_oropeza@tpb.gov.ph</p> <p>MARY ANN CARAMAT Project Officer, Events Marketing and Services Division MICE Department, Tourism Promotions Board Philippines Tel: (+63 2) 8525 9318 to 27 Email: maryann_caramat@tpb.gov.ph</p>		
ABC	Approved Budget for Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **mike_solo@tpb.gov.ph** and the hard copy of quotation and legal documents in Tourism Promotions Board, 4th Floor Legaspi Towers, Vito Cruz Malate Manila not later than **11 October 2023 on or before 1700H**, 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%).

Thank you very much,


ROSELLE D. ROMERO
Acting Head

04 October 2023

Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

MIKE ANTHONY SOLO
(8) 525-7312 local 273

<u>TECHNICAL SPECIFICATION</u>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	Food and Beverages Requirements Provider for Dinner MICE Plus	1 Lot	
	<p>SCOPE AND DELIVERABLES:</p> <p>A. Specifications</p> <p>Event: TPB Sponsorship of Dinner Reception for AFG Incentive Group (South Korea) Venue: BE Hotel (official hotel of the group) Date Time 19 November 2023, Sunday (indicative date) Set-Up: Buffet, Banquet No of Pax: 330 pax only</p> <p>B. Provider must be able to offer a wide selection of international buffet selection with one round of drink. (Submit menu for selection prior to the event)</p> <p>C. Must be able to provide sufficient number of uniformed and well-trained banquet service personnel; standby waiters for all VIP tables and a dedicated Event Sales Leader to attend to all arrangements.</p> <p>D. Must be able to accommodate dietary restrictions of guests (i.e. halal, vegetarians, pescetarian, diabetics, people with allergies).</p>		
	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <p>The Tour Operator:</p> <p>1. Must be a DOT-accredited tour operator. (Provide a copy of valid DOT accreditation certificate)</p>		

	<p>2. Must provide a copy of DOT accreditation of tour guides engaged to conduct the tour</p> <p>3. Must be engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid. (Provide a list of government and private sectors similar projects handled for the past five years).</p>		
	<p>ATTACHEMENTS:</p> <ul style="list-style-type: none"> - Technical Specification (Annex "A") Bidder's Statement of Compliance <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days. 		
	<p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Omnibus Sworn Statement (Annex "B") f. Company profile (New Supplier) 		
	<u>SCHEDULE OF REQUIREMENTS</u>		
	<p>PROJECT TIMELINE/IMPLEMENTATION:</p> <p>19 November 2023, Sunday (indicative date)</p>		
	TERMS OF PAYMENT		
	<p>PAYMENT TERMS AND SCHEDULE:</p> <ol style="list-style-type: none"> A. Supplier must be amenable to no down payment policy B. Supplier must be amenable to send bill arrangement C. Full payment is 30 working days after services are rendered in full/complete D. Supplier must submit a Statement of Account (SOA) / Billing Statement for the processing of payment: <p>The Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee must be addressed to:</p> <p>MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer/Officer-in-Charge Tourism Promotions Board, 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p>		

	c/o the MICE Department		
	E. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.		

I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed
Name of Representative

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]