

REQUEST FOR QUOTATION

January 15, 2025

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

Request for Quotation No. 2025-01-011

REQUIREMENTS: Accommodation of Phil. Expo 2025 Secretariat, Therapists, Entertainers and Pavilion Guides in Osaka, Japan

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF SERVICES/DELIVERABLES</p> <p>Availability</p> <ol style="list-style-type: none"> Accommodation must be available for the following dates: 1 bedroom for the Head of TPB – April 10-15, 2025 June 04-13, 2025 October 10-15, 2025 Accommodation must be available from 16 March to 31 October 2025 for eight (8) staff Accommodation must be available from 25 March to 16 October 2025 for four (4) staff Accommodation must be available from 05 April to 16 October 2025 for four (4) staff Accommodation must be available from 09 April to 16 October 2025 for twenty-eight (28) staff <p><i>The approximate total number of staff is between 35 to 40 in each time</i></p> <p>Location and Site Condition</p> <ol style="list-style-type: none"> The location must be within Osaka area, not more than 50 minutes commute from the apartment up to the Expo Site Not more than 5-10 minutes walk from the apartment to the train or bus station With available parking slot for bike (for free or with minimal monthly rent) <p>Neighborhood Data</p> <ol style="list-style-type: none"> Maintains the minimum health and safety protocols in the building including the common areas. With nearby convenient store, restaurants, 	PhP15,392,832.00	PhP15,392,832.00

TOURISM PROMOTIONS BOARD PHILIPPINES

6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300 Philippines
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph



	<ul style="list-style-type: none"> b. Bathroom Heater c. Floor Heating d. Reheating bathtub e. Bidet Toilet f. Walk-in Closet g. Washroom h. With kitchen, living room, dining area j. Bedroom with beds and mattress k. Appliances (oven toaster, microwave, coffee maker, washing machine, refrigerator, sofa set, dining table, dining chair, office chair, mirror, vacuum cleaner, electric kettle, etc.) l. Shoe box/cabinet <p>SECURITY AND SAFETY</p> <ul style="list-style-type: none"> a. Card key/key b. With security within the area / with Security Camera <p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> a. Bathroom and toilet separated b. To include cleaning of the apartment once a week or 4 times a month c. To provide shampoo and body soap, refillable d. With high speed wifi connectivity for each apartment e. With balcony f. Kitchen should be outside the bedroom g. The building must be built not more than 30 years / or reinforced not more than 8 years h. Payment for utilities such as gas, electricity, water and internet fees may be included or can be charged separately, depending on the policy of the Apartment owner i. To designate a contact person who will coordinate with TPB on the requirements j. All rates to be submitted must be included in consumption tax and other applicable fees as necessary. <p>The document to be submitted to the Bids and Award Committee if in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.</p> <p>TECHNICAL REQUIREMENTS</p>		
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	1. Accomplished Statement of Compliance to the Technical Specifications LEGAL REQUIREMENTS 1. Business/Mayor's permit or equivalent 2. Income/Business Tax Return/Tax Clearance or equivalent 3. Omnibus Sworn Statement Attachments: 1. Statement of Compliance to the Technical Specifications 2. Omnibus Sworn Statement Note: 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP15,392,832.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **January 20, 2025 on or before 10:00 A.M.**, 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.


JANET G. VILLAFRANCA

Acting Head, Procurement Management Division

Finance Department

Contact Person

Contact No.

MR. SOCRATES G. TORRES

(8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: Accommodation of Phil. Expo 2025 Secretariat, Therapist, Entertainers and Pavilion Guides in Osaka, Japan

Request for Quotation No. 2025-01-011

[Bidders 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)
1	Availability 1. Accommodation must be available for the following dates: 1 bedroom for the Head of TPB – April 10-15, 2025 June 04-13, 2025 October 10-15, 2025 2. Accommodation must be available from 16 March to 31 October 2025 for eight (8) staff 3. Accommodation must be available from 25 March to 16 October 2025 for four (4) staff 4. Accommodation must be available from 05 April to 16 October 2025 for four (4) staff 5. Accommodation must be available from 09 April to 16 October 2025 for twenty-eight (28) staff <i>The approximate total number of staff is between 35 to 40 in each time</i>	
2	Location and Site Condition 1. The location must be within Osaka area, not more than 50 minutes commute from the apartment up to the Expo Site 2. Not more than 5-10minutes walk from the apartment to the train or bus station	
3	Neighborhood Data 1. Maintains the minimum health and safety protocols in the building including the common areas. 2. With nearby convenient store, restaurants, hospitals, police station, supermarket	
4	Accommodation Inclusion Facilities / Amenities a. Air Condition b. Bathroom Heater c. Floor Heating d. Reheating bathtub e. Bidet Toilet f. Walk-in Closet g. Washroom h. With kitchen, living room, dining area	

	j. Bedroom with beds and mattress k. Appliances (oven toaster, microwave, coffee maker, washing machine, refrigerator, sofa set, dining table, dining chair, office chair, mirror, vacuum cleaner, electric kettle, etc.) l. Shoe box/cabinet	
5	SECURITY AND SAFETY a. Card key/key b. With security within the area / with Security Camera	
6	OTHER REQUIREMENTS a. Bathroom and toilet separated b. To include cleaning of the apartment once a week or 4 times a month c. To provide shampoo and body soap, refillable d. With high speed wifi connectivity for each apartment e. With balcony f. Kitchen should be outside the bedroom g. The building must be built not more than 30 years / or reinforced not more than 8 years h. Payment for utilities such as gas, electricity, water and internet fees may be included or can be charged separately, depending on the policy of the Apartment owner i. To designate a contact person who will coordinate with TPB on the requirements j. All rates to be submitted must be included in consumption tax and other applicable fees as necessary.	
7	Financial proposal shall be based on the Central Bank of the Philippines exchange rate bulletin effective on the date of bid opening, January 20, 2025	
8	Submit also the following 1. Financial Proposal 2. Business/Mayor's permit or equivalent 3. Income/Business Tax Return/Tax Clearance or equivalent 4. Omnibus Sworn Statement Note: The document to be submitted to the Bids and Award Committee if in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.	

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]