

18 February 2025

### REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2025.02.039**

PR No. **2025.02.030**

**Requirements: CATERING SERVICES FOR THE 2025 TPB QUARTERLY TOWNHALL MEETING**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)															
1 lot	<p><b>SCOPE OF SERVICES/ DELIVERABLES</b></p> <p>The Tourism Promotions Board (TPB) is seeking a service provider of catering services for buffet or packed lunch with drinks, inclusive of the delivery fee for:</p> <table border="1"> <thead> <tr> <th>Activity Description</th><th>Date and Venue</th><th>No. of Pax</th><th>Set Up</th></tr> </thead> <tbody> <tr> <td>2<sup>nd</sup> Quarter Townhall Meeting</td><td>16 June 2025 TPB premises</td><td>200 <i>Minimum guarantee 150 pax</i></td><td>Buffet or Packed</td></tr> <tr> <td>3<sup>rd</sup> Quarter Townhall Meeting</td><td>11 August 2025 TPB premises</td><td>200 <i>Minimum guarantee 150 pax</i></td><td rowspan="2"><i>*for confirmation at least two (2) weeks before the scheduled event</i></td></tr> <tr> <td>4<sup>th</sup> Quarter Townhall Meeting</td><td>02 December 2025 TPB premises</td><td>200 <i>Minimum guarantee 150 pax</i></td></tr> </tbody> </table> <ol style="list-style-type: none"> <li>The service provider must have the capability and resources to provide catering services and deliver them to TPB Offices at 6th Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City.</li> <li>Two hundred (200) pax, minimum guarantee of one hundred fifty (150) pax per event.</li> <li>Provision of the following meals: <ul style="list-style-type: none"> <li>Managed buffet or packed meal inclusive of one round of soda, tea, or fruit juice, minimum of three (3) kinds of main course (chicken/beef/pork/fish), one (1) soup, (1) appetizer, one (1) vegetable, and one (1) dessert</li> <li>Coffee and tea station for six (6) hours (9:00 AM to 3:00 PM)</li> </ul> </li> </ol>	Activity Description	Date and Venue	No. of Pax	Set Up	2 <sup>nd</sup> Quarter Townhall Meeting	16 June 2025 TPB premises	200 <i>Minimum guarantee 150 pax</i>	Buffet or Packed	3 <sup>rd</sup> Quarter Townhall Meeting	11 August 2025 TPB premises	200 <i>Minimum guarantee 150 pax</i>	<i>*for confirmation at least two (2) weeks before the scheduled event</i>	4 <sup>th</sup> Quarter Townhall Meeting	02 December 2025 TPB premises	200 <i>Minimum guarantee 150 pax</i>	PhP450,000.00	PhP450,000.00
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	<ul style="list-style-type: none"><li>• Can accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</li></ul> <ol style="list-style-type: none"><li>4. Submit at least 3 proposed menus for buffet or packed lunch upon receipt of Notice of Award subject for approval of TPB</li><li>5. Food served shall be fresh, hot, and ready at least thirty (30) minutes before each meal.</li><li>6. If managed buffet set up, provide 10 round tables and 80 chairs.</li><li>7. All dinnerware and glassware necessary for the event.</li><li>8. Designation of uniformed and well-trained banquet service personnel.</li><li>9. If managed buffet, set-up shall be done one (1) hour before the commencement of the event.</li></ol> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <table><tr><th>Activity Description</th><th>Date and Venue</th></tr><tr><td>2<sup>nd</sup> Quarter Townhall Meeting</td><td>16 June 2025 TPB premises</td></tr><tr><td>3<sup>rd</sup> Quarter Townhall Meeting</td><td>11 August 2025 TPB premises</td></tr><tr><td>4<sup>th</sup> Quarter Townhall Meeting</td><td>02 December 2025 TPB premises</td></tr></table> <p><i>* Dates and venue are subject to be finalized two (2) weeks prior to the conduct of the event</i></p> <p><b>QUALIFICATION OF BIDDER</b></p> <ol style="list-style-type: none"><li>1. Must be owned, legally registered under Philippine laws and must be in operation for the last two (2) years.</li><li>2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS).</li></ol>	Activity Description	Date and Venue	2 <sup>nd</sup> Quarter Townhall Meeting	16 June 2025 TPB premises	3 <sup>rd</sup> Quarter Townhall Meeting	11 August 2025 TPB premises	4 <sup>th</sup> Quarter Townhall Meeting	02 December 2025 TPB premises	
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	<p><b>ADDITIONAL TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"><li>1. Company Profile</li><li>2. Accomplished Statement of Compliance to the Technical Specification Annex “A”</li><li>3. SEC/DTI Certificate of Registration</li></ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"><li>1. PhilGEPS Registration Certificate</li><li>2. Business/Mayor’s Permit</li><li>3. BIR Certificate of Registration</li><li>4. Notarized Revised Omnibus Sworn Statement</li></ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"><li>1. All entries must be typewritten in your company letterhead.</li></ol>									

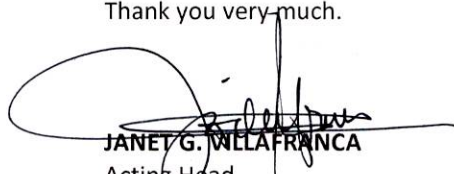
	2. Price validity shall be for a period of thirty (30) calendar days.		
<b>Terms</b>	<ul style="list-style-type: none"> <li>• 1st Tranche - Full completion of deliverables for the 2<sup>nd</sup> Quarter Town Hall meeting</li> <li>• 2nd Tranche - Full completion of deliverables for the 3<sup>rd</sup> Quarter Town Hall meeting</li> <li>• 3rd Tranche - Full completion of deliverables for the 4<sup>th</sup> Quarter Town Hall meeting</li> </ul>		
<b>ABC</b>	PhP450,000.00 inclusive of all applicable fees and taxes		<b>PhP450,000.00</b>

Please submit your **quotation** together with the **legal and eligibility documents** enumerated above to email address **bac\_sec@tpb.gov.ph/kristine\_aclan@tpb.gov.ph** not later than **26 February 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

The submission of the quotation and other documents shall be in one (1) compressed file folder. For easy identification of email, the subject shall be in this format: **Catering Services for the 2025 TPB Quarterly Townhall Meeting\_ <Company Name>**.

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. WILAFRANCA**  
 Acting Head  
 Procurement Management Division  
 Finance Department

**Contact person: Kristine Heizelle B. Aclan**

# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## CATERING SERVICES FOR THE 2025 TPB QUARTERLY TOWNHALL MEETING

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE															
SCOPE OF WORK/SERVICES/DELIVERABLES																	
1	The Tourism Promotions Board (TPB) is seeking a service provider of catering services for buffet or packed lunch with drinks, inclusive of the delivery fee for:																
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4	Provision of the following meals: <ul style="list-style-type: none"><li>Managed buffet or packed meal inclusive of one round of soda, tea, or fruit juice, minimum of three (3) kinds of main course (chicken/beef/pork/fish), one (1) soup, (1) appetizer, one (1) vegetable, and one (1) dessert</li><li>Coffee and tea station for six (6) hours (9:00 AM to 3:00 PM)</li><li>Can accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</li></ul>																
5	Submit at least 3 proposed menus for buffet or packed lunch upon receipt of Notice of Award subject for approval of TPB																
6	Food served shall be fresh, hot, and ready at least thirty (30) minutes before each meal.																
7	If managed buffet set up, provide 10 round tables and 80 chairs.																
8	All dinnerware and glassware necessary for the event																

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

9	Designation of uniformed and well-trained banquet service personnel.									
10	If managed buffet, set-up shall be done one (1) hour before the commencement of the event.									
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13	<div><div><b>CONTRACT DURATION</b></div><div><p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p></div></div>									

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - 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]*



**TECHNICAL SPECIFICATIONS  
CATERING SERVICES FOR THE  
2025 TPB QUARTERLY TOWNHALL MEETING**

**I. BACKGROUND**

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) will be conducting its Quarterly Townhall Meetings for 2<sup>nd</sup> to 4<sup>th</sup> quarter of 2025 scheduled in June, August, and December.

This event is an avenue for employees to connect, collaborate, and share updates; opportunity to enhance camaraderie in the middle of work schedules; and show appreciation for the contribution of each personnel to the objectives of TPB.

**II. OBJECTIVES**

The activity requires food and beverage for the TPB personnel, security and janitorial personnel, and Commission on Audit (COA) personnel involved during the TPB Quarterly Townhall Meetings.

**III. SCOPE OF WORK/SERVICES/DELIVERABLES**

The Tourism Promotions Board (TPB) is seeking a service provider of catering services for buffet or packed lunch with drinks, inclusive of the delivery fee for:

<b>Activity Description</b>	<b>Date and Venue</b>	<b>No. of Pax</b>	<b>Set up</b>
2 <sup>nd</sup> Quarter Townhall Meeting	16 June 2025 TPB premises	200 <i>Minimum guarantee 150 pax</i>	Buffet or Packed  <i>*for confirmation at least two (2) weeks before the scheduled event</i>
3 <sup>rd</sup> Quarter Townhall Meeting	11 August 2025 TPB premises	200 <i>Minimum guarantee 150 pax</i>	
4 <sup>th</sup> Quarter Townhall Meeting	02 December 2025 TPB premises	200 <i>Minimum guarantee 150 pax</i>	

1. The service provider must have the capability and resources to provide catering services and deliver them to TPB Offices at 6<sup>th</sup> Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City.
2. Two hundred (200) pax, minimum guarantee of one hundred fifty (150) pax per event.
3. Provision of the following meals:
  - Managed buffet or packed meal inclusive of one round of soda, tea, or fruit juice, minimum of three (3) kinds of main course



(chicken/beef/pork/fish), one (1) soup, (1) appetizer, one (1) vegetable, and one (1) dessert

- Coffee and tea station for six (6) hours (9:00 AM to 3:00 PM)
  - Can accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)
4. Submit at least 3 proposed menus for buffet or packed lunch upon receipt of Notice of Award subject for approval of TPB
  5. Food served shall be fresh, hot, and ready at least thirty (30) minutes before each meal.
  6. If managed buffet set up, provide 10 round tables and 80 chairs.
  7. All dinnerware and glassware necessary for the event.
  8. Designation of uniformed and well-trained banquet service personnel.
  9. If managed buffet, set-up shall be done one (1) hour before the commencement of the event.

#### IV. PROJECT IMPLEMENTATION SCHEDULE

Activity Description	Date and Venue
2 <sup>nd</sup> Quarter Townhall Meeting	16 June 2025 TPB premises
3 <sup>rd</sup> Quarter Townhall Meeting	11 August 2025 TPB premises
4 <sup>th</sup> Quarter Townhall Meeting	12 December 2025 TPB premises

*\* Dates and venue are subject to be finalized two (2) weeks prior to the conduct of the event*

#### IV. QUALIFICATION OF BIDDER

1. Must be owned, legally registered under Philippine laws and must be in operation for the last two (2) years
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS).

#### V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FOUR HUNDRED FIFTY THOUSAND PESOS ONLY (Php 450,000.00)** inclusive of all applicable fees and taxes broken

down as follows:

2nd Quarter TPB Townhall Meeting	Php 150,000.00
3rd Quarter TPB Townhall Meeting	Php 150,000.00
4th Quarter TPB Townhall Meeting	<u>Php 150,000.00</u>
<b>Total:</b>	<b>Php 450,000.00</b>

## VI. TERMS OF PAYMENT

1. Payment shall be made based on the following milestones:

TRANCHE	MILESTONES
1 <sup>st</sup> Tranche	Full completion of deliverables for the 2 <sup>nd</sup> Quarter Town Hall meeting
2 <sup>nd</sup> Tranche	Full completion of deliverables for the 3 <sup>rd</sup> Quarter Town Hall meeting
3 <sup>rd</sup> Tranche	Full completion of deliverables for the 4 <sup>th</sup> Quarter Town Hall meeting

2. Send a bill arrangement payment within thirty (30) days to the Tourism Promotions Board upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.
3. The following documents shall be submitted by the winning bidder for the processing of payment:

Original copy of Statement of Account / Billing Statement / Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier with detailed costs for all services rendered including management fee addressed to:

**ROSSANDRA AMYTHERA Q. CAYAGO**

Acting Head

Personnel and Human Resources Development Division

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

4. Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

## VII. CONTRACT DURATION

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.

## VIII. PROJECT OFFICER'S CONTACT INFORMATION

**Karen A. Padolina**

[karen\\_padolina@tpb.gov.ph](mailto:karen_padolina@tpb.gov.ph)

**Bernadette Kalingag**

[bernadette\\_kalingang@tpb.gov.ph](mailto:bernadette_kalingang@tpb.gov.ph)

**Ana Kristina Eraga**

[ana\\_eraga@tpb.gov.ph](mailto:ana_eraga@tpb.gov.ph)