

## REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025-02-029

PR No. 02.010

Requirements: SERVICE PROVIDER TO SUPPLY AND DELIVER BIRTHDAY CAKES FROM THE 2ND QUARTER 2025 TO 1ST QUARTER 2026

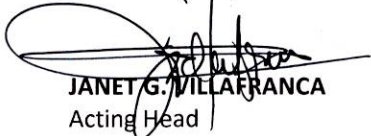
Quantity	Item/Description	Estimated Unit Price (PhP)	Total Cost (PhP)																																																						
1 Lot	<p>To engage the services of a provider that will provide and deliver cakes to TPB Office on a weekly basis, every Mondays of the month, covering the celebrants for the week.</p> <p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p>Provision and delivery of birthday cakes based on the following specification:</p> <p><b>Cake type:</b> Chiffon, Butter, Sponge, Pound, Fruit, or Gelato cakes with the same price range to be specified in the proposal for approval of the TPB</p> <p><b>Dedication/ Cake topper:</b> “Happy Birthday from TPB Family”</p> <p><b>Breakdown:</b></p> <table><tr><th colspan="2">2025</th><th colspan="2">2026</th></tr><tr><th>MONTH</th><th>QUANTITY</th><th>MONTH</th><th>QUANTITY</th></tr><tr><td>April</td><td>13</td><td>January</td><td>18</td></tr><tr><td>May</td><td>9</td><td>February</td><td>15</td></tr><tr><td>June</td><td>19</td><td>March</td><td>9</td></tr><tr><td>July</td><td>19</td><td>*Provision for newly hired</td><td>10</td></tr><tr><td>August</td><td>14</td><td></td><td></td></tr><tr><td>September</td><td>18</td><td></td><td></td></tr><tr><td>October</td><td>13</td><td></td><td></td></tr><tr><td>November</td><td>6</td><td></td><td></td></tr><tr><td>December</td><td>14</td><td></td><td></td></tr><tr><td><b>TOTAL</b></td><td colspan="3"><b>177</b></td></tr></table> <p><i>*Note: Final count for delivery to be confirmed every Friday prior to the week of delivery</i></p> <table><tr><th colspan="2">Size and Flavor</th></tr><tr><th>6 inches</th><th>8 inches</th></tr><tr><td><ul style="list-style-type: none"><li>• Cream chocolate chiffon with caramelized cashews</li><li>• Chocolate -flavored chiffon, pistachio filling, deep dark chocolate</li></ul></td><td><ul style="list-style-type: none"><li>• White chiffon, light mocha cream filling, sea-salted honey crunch</li><li>• Java filling, chocolate mousse, soft chocolate</li></ul></td></tr></table>	2025		2026		MONTH	QUANTITY	MONTH	QUANTITY	April	13	January	18	May	9	February	15	June	19	March	9	July	19	*Provision for newly hired	10	August	14			September	18			October	13			November	6			December	14			<b>TOTAL</b>	<b>177</b>			Size and Flavor		6 inches	8 inches	<ul style="list-style-type: none"><li>• Cream chocolate chiffon with caramelized cashews</li><li>• Chocolate -flavored chiffon, pistachio filling, deep dark chocolate</li></ul>	<ul style="list-style-type: none"><li>• White chiffon, light mocha cream filling, sea-salted honey crunch</li><li>• Java filling, chocolate mousse, soft chocolate</li></ul>	PhP345,000.00	PhP345,000.00
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	<p><b>DELIVERY</b></p> <ol style="list-style-type: none"> <li>For those whose birthday is prior to the approval of Purchase Order (PO), delivery is ten (10) days after issuance of approved PO</li> <li>For those whose birthday is after the approval of the PO, delivery is every Monday of the month at TPB Office</li> </ol> <p><b>OTHER REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Receiving copy of the cakes</li> <li>Designation of a point person who will coordinate with TPB</li> <li>Payment shall be based on the actual number of cakes delivered</li> </ol> <p><b>QUALIFICATION OF BIDDER</b> Bidder must be duly registered under the Philippine law and must be in operation for the last two (2) years.</p> <p><b>PROJECT IMPLEMENTATION DATE</b> 2<sup>nd</sup> Quarter of 2025 to 1<sup>st</sup> Quarter of 2026</p> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>Mayor's/ Business Permit</li> <li>PhilGEPS Registration Number/ Certificate</li> <li>BIR Certificate of Registration</li> <li>Notarized Omnibus Sworn Statement</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>Technical Specifications/ Terms of Reference</li> <li>Statement of Compliance</li> <li>Omnibus Sworn Statement</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>All entries must be typewritten in your company letterhead.</li> <li>Price validity shall be for a period of thirty (30) calendar days.</li> </ol>			
Terms	<ul style="list-style-type: none"> <li>1<sup>st</sup> Tranche – 25% of the total payment. Upon complete delivery of cakes for 2<sup>nd</sup> Quarter celebrants of 2025</li> <li>2<sup>nd</sup> Tranche – 25% of the total payment. Upon complete delivery of cakes for 3<sup>rd</sup> Quarter celebrants of 2025</li> <li>3<sup>rd</sup> Tranche – 25% of the total payment. Upon complete delivery of cakes for 4<sup>th</sup> Quarter celebrants of 2025</li> <li>4<sup>th</sup> Tranche – 25% of the total payment. Upon complete delivery of cakes for 1<sup>st</sup> Quarter Celebrants of 2026</li> </ul>			
ABC	PhP345,000.00 inclusive of service charge and all applicable taxes.			PhP345,000.00

Please submit your **quotation, technical, and legal** documents duly signed by your authorized representative to email address [ada\\_cruz@tpb.gov.ph](mailto:ada_cruz@tpb.gov.ph)/ [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **19 February 2025, 05:00 PM**, subject to the Terms and Conditions stated herein.

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

**Contact person:** Ada Cruz



# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## SERVICE PROVIDER TO SUPPLY AND DELIVER BIRTHDAY CAKES FROM THE 2ND QUARTER 2025 TO 1ST QUARTER 2026

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.**

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## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

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5	<b>OTHER REQUIREMENTS</b>  1. Receiving copy of the cakes 2. Designation of a point person who will coordinate with TPB 3. Payment shall be based on the actual number of cakes delivered	
6	<b>QUALIFICATION OF BIDDER</b>  Bidder must be duly registered under the Philippine law and must be in operation for the last two (2) years.	
7	<b>PROJECT IMPLEMENTATION DATE</b>  2nd Quarter of 2025 to 1st Quarter of 2026	
8	<b>CONTRACT DURATION</b>  The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

\_\_\_\_\_  
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]*



**TERMS OF REFERENCE**  
**ENGAGEMENT OF SERVICE PROVIDER TO SUPPLY AND DELIVER BIRTHDAY CAKES**  
**FROM THE 2ND QUARTER OF 2025 TO THE 1ST QUARTER OF 2026**

**I. RATIONALE**

Birthdays are one of life's epiphany moments, and appreciating our personnel on their special day will give them a sense of belongingness and a great opportunity to better engage employees and show them they are recognized and appreciated members of the Corporation. As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) acknowledges the birthdays of its personnel by giving out cakes to the celebrants.

**II. OBJECTIVE**

To engage the services of a provider that will provide and deliver cakes to TPB Office on a weekly basis, every Mondays of the month, covering the celebrants for the week.

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

Provision and delivery of birthday cakes based on the following specifications:

Cake type : chiffon, butter, sponge, pound, fruit, or gelato cakes with the same price range to be specified in the proposal for approval of the TPB

Dedication/  
Cake topper : "Happy Birthday from TPB Family"

Breakdown :

2025		2026	
MONTH	QUANTITY	MONTH	QUANTITY
April	13	January	18
May	9	February	15
June	19	March	9
July	19	*Provision for newly hired	10
August	14		
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November	6		
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<b>TOTAL</b>		<b>177</b>	

*Note: final count for delivery to be confirmed every Friday prior to the week of delivery*



Size and Flavor	
6 Inches	8 Inches
<ul style="list-style-type: none"> <li>• Cream chocolate chiffon with caramelized cashews</li> <li>• Chocolate-flavored chiffon, pistachio filling, deep dark chocolate</li> <li>• Mangoes in whipped cream, cashew brittles in light chiffon</li> <li>• Layers of ube chiffon with ube halaya filling topped with whipped cream</li> </ul>	<ul style="list-style-type: none"> <li>• White chiffon, light mocha cream filling, sea-salted honey crunch</li> <li>• Java filling, chocolate mousse, soft chocolate chiffon, cream, honeycomb</li> <li>• Chocolate butter cake, light chocolate cream, lightly salted marshmallow icing, graham crust</li> </ul>

#### DELIVERY

1. For those whose birthday is prior to the approval of Purchase Order (PO), delivery is ten (10) days after issuance of approved PO.
2. For those whose birthday is after the approval of the PO, delivery is every Monday of the month at TPB Office

#### Other requirements:

1. Receiving Copy of the cakes
2. Designation of a point person who will coordinate with TPB
3. Payment shall be based on the actual number of cakes delivered.

#### IV. QUALIFICATION OF BIDDER

- Bidder must be duly registered under the Philippine Law and must be in operation for the last two (2) years.

#### V. PROJECT IMPLEMENTATION SCHEDULE

- 2<sup>nd</sup> Quarter of 2025 to 1<sup>st</sup> Quarter of 2026

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

Approved budget for the contract is **THREE HUNDRED FORTY-FIVE THOUSAND PESOS (PHP 345,000.00)** inclusive of all applicable taxes.

#### VII. TERMS OF PAYMENT

1 <sup>st</sup> Tranche	25% of the total payment. Upon Complete Delivery of Cakes for 2 <sup>nd</sup> Quarter Celebrants of 2025
2 <sup>nd</sup> Tranche	25% of the total payment -Upon Complete Delivery of Cakes for 3 <sup>rd</sup> Quarter Celebrants of 2025
3 <sup>rd</sup> Tranche	25% of the total payment -Upon Complete Delivery of Cakes for 4 <sup>th</sup> Quarter Celebrants of 2025
4 <sup>th</sup> and Last Tranche	Remaining 25% of the total payment Upon Complete Delivery of Cakes for 1 <sup>st</sup> Quarter Celebrants of 2026

- Supplier must submit a Statement of Account (SOA) or Billing Statement for processing of payment
- Payment will be made through LandBank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to the preferred alternate bank will be shouldered by the bidder

#### **VIII. CONTRACT DURATION**

- The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

#### **IX. PROJECT OFFICER'S CONTACT INFORMATION**

Karen A. Padolina

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

Bernadette Kalingag

[bernadette\\_kalingag@tpb.gov.ph](mailto:bernadette_kalingag@tpb.gov.ph)

Ana Kristina A. Eraga

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