

## REQUEST FOR QUOTATION

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

**RFQ No.** TPB RFQ 2025-02-041  
**PR No.** 02.031  
**Requirements:** SERVICE PROVIDER FOR FOOD AND BEVERAGE FOR THE ISO 9001:2015 MANAGEMENT REVIEW 2025-01

Quantity	Item/Description	Estimated Unit Price (PhP)	Total Cost (PhP)								
1 Lot	<b>SCOPE OF WORK/SERVICES/DELIVERABLES</b> The Tourism Promotions Board (TPB) is seeking a service provider for packed lunch and afternoon snacks with drinks, inclusive of the delivery fee, as follows:	PhP38,250.00	PhP38,250.00								
	<table><tr><th>Activity Description</th><th>Date and Venue</th><th>No. of Pax</th><th>Deliverables</th></tr><tr><td>ISO 9001:2015 Management Review 2025-01</td><td>18 March 2025 1:30-4:30PM <i>(indicative date)</i>  TPB Boardroom at Five E-com Center</td><td>45 pax</td><td>Estimated at PhP850.00/ pax for F&amp;B requirements</td></tr></table>			Activity Description	Date and Venue	No. of Pax	Deliverables	ISO 9001:2015 Management Review 2025-01	18 March 2025 1:30-4:30PM <i>(indicative date)</i>  TPB Boardroom at Five E-com Center	45 pax	Estimated at PhP850.00/ pax for F&B requirements
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	1. The service provider must have the capability and resources to supply packed lunch and deliver to the 6th Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City.										
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2. Must submit menu selection at least one (1) week prior to the event for TPB's approval <i>(can accommodate 1 gluten-free meal as approved by the end-user)</i> . 3. Food served shall be fresh, hot, and ready at least thirty (30) minutes before the meeting 4. With one (1) designated coordinator with TPB end-user.											
<b>PROJECT IMPLEMENTATION SCHEDULE</b>  Indicative date: 18 March 2025 (Tuesday) / 1:30 - 4:30 p.m. Venue: TPB Boardroom, 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City											

	<p><i>*Dates and venue are subject to be finalized two (2) weeks prior to the conduct of the event</i></p> <p><b>ADDITIONAL TECHNICAL REQUIREMENTS</b></p> <p>Must be owned, operated and legally registered under Philippine laws;</p> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Mayor's/ Business Permit</li> <li>2. PhilGEPS Registration Number/ Certificate</li> <li>3. BIR Certificate of Registration</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance</li> <li>2. Technical Specifications/ Terms of Reference</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> <li>2. Price validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of invoice/billing.		
ABC	PhP38,250.00 inclusive all applicable fees and taxes.		<b>PhP38,250.00</b>

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 **26 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 FOR FOOD AND BEVERAGE FOR THE ISO 9001:2015 MANAGEMENT REVIEW 2025-01

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								
1	<p><b>SCOPE OF WORK/ SERVICES/ DELIVERABLES</b></p> <p>The Tourism Promotions Board (TPB) is seeking a service provider for packed lunch and afternoon snacks with drinks, inclusive of the delivery fee, as follows:</p> <table><tr><th>Activity Description</th><th>Date and Venue</th><th>No. of Pax</th><th>Deliverables</th></tr><tr><td>ISO 9001:2015 Management Review 2025-01</td><td>18 March 2025 1:30-4:30PM (indicative date)  TPB Boardroom at Five E-com Center</td><td>45 pax</td><td>Estimated at PhP850.00/ pax for F&amp;B requirements</td></tr></table>	Activity Description	Date and Venue	No. of Pax	Deliverables	ISO 9001:2015 Management Review 2025-01	18 March 2025 1:30-4:30PM (indicative date)  TPB Boardroom at Five E-com Center	45 pax	Estimated at PhP850.00/ pax for F&B requirements	
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4	Food served shall be fresh, hot, and ready at least thirty (30) minutes before the meeting									
5	With one (1) designated coordinator with TPB end-user.									
6	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>Indicative date: 18 March 2025 (Tuesday) / 1:30 - 4:30 p.m. Venue: TPB Boardroom, 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City</p> <p><i>*Dates and venue are subject to be finalized two (2) weeks prior to the conduct of the event</i></p>									

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

7	<b>ADDITIONAL TECHNICAL REQUIREMENTS</b> Must be owned, operated and legally registered under Philippine laws; Submit DTI/ SEC/ CDA Registration Certificate	
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\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

## TECHNICAL SPECIFICATIONS

### SERVICE PROVIDER FOR FOOD AND BEVERAGE FOR THE ISO 9001:2015 MANAGEMENT REVIEW 2025-01

#### I. BACKGROUND

Under Section 9 on Performance Evaluation of TPB's Quality Manual, the TPB Top Management reviews its QMS every 6 months to ensure its continuing suitability, adequacy, effectiveness, and alignment with the strategic direction of the organization.

This review includes evaluation of improvements or amendments to the QMS, including Quality Policy and Quality Objectives.

Documented information on management reviews is retained.

#### II. OBJECTIVES

Under 9.3.2 Management Review Inputs, the Corporate Management Risk and Review Committee plans and carries out Management Review considering the agenda as presented.

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

The Tourism Promotions Board (TPB) is seeking a service provider for packed lunch and afternoon snacks with drinks, inclusive of the delivery fee, as follows:

Activity Description	Date and Venue	No. of Pax	DELIVERABLES
<b>ISO 9001:2015 MANAGEMENT REVIEW 2025-01</b>	18 March 2025 1:30 – 4:30 p.m. <i>(Indicative Date)</i>  TPB Boardroom at Five E-com Center	45 <i>pax</i>	Estimated at Php850.00 / pax for F&B requirements

1. The service provider must have the capability and resources to supply packed lunch and deliver to the 6<sup>th</sup> Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City.

Particulars	Serving Time
Packed Lunch	11:00 A.M.
P.M. Snacks	2:30 P.M.

2. Must submit menu selection at least one (1) week prior to the event for TPB's approval *(can accommodate 1 gluten-free meal as approved by the end-user)*
3. Food served shall be fresh, hot, and ready at least thirty (30) minutes before the meeting
4. With one (1) designated coordinator with TPB end-user.

#### IV. PROJECT IMPLEMENTATION SCHEDULE

Indicative date: 18 March 2025 (Tuesday) / 1:30 – 4:30 p.m.

Venue: TPB Boardroom, 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

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

#### V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be owned, operated and legally registered under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

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

The Approved Budget for the Contract (ABC) is **THIRTY-EIGHT THOUSAND TWO-HUNDRED FIFTY PESOS ONLY (Php38,250.00)** inclusive of all applicable fees and taxes.

#### VII. TERMS OF PAYMENT

1. 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.
2. 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:

**MS. MARIA CRISTINA BACORDO**

Head Executive Assistant  
Office of the Chief Operating Officer  
Tourism Promotions Board  
6<sup>th</sup> Floor Five E-Com Center Building, Harbor Drive,  
Mall of Asia Complex, Pasay City

3. 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.

**VIII. 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.

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

**NIÑA NOREEN V. MERCADO**

Office of the Chief Operating Officer  
+639164809723  
nina\_mercado@tpb.gov.ph

**MARIANNE E. ANQUILO**

Office of the Chief Operating Officer  
+639154986787  
marianne\_anquilo@tpb.gov.ph