

29 May 2025

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2025.05.158**
PR No. **2025.05.027**

Requirements: **Service Provider for the Conduct of the TPB 2025 Bowl-loween Activity**

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 lot	SCOPE OF WORK/SERVICES/DELIVERABLES 1. Provision of venue for the activity with digital/ automated ten-pin bowling lanes and equipment within Manila, Pasay, Makati, or Paranaque area, with space capacity to hold programs and awarding formalities. 2. Shoe rentals for estimated 200 TPB participants. Payment to be based on actual number of shoes rented. 3. Provision of the following: a. Meals for 200 participants (<i>guaranteed no. of participants, confirmation 1 week prior the activity</i>): AM, Lunch, and PM Snacks b. At least one (1) Officiating Personnel, at least one (1) Facilitator, and five (5) Marshalls to monitor and assist in the conduct of the activity. c. Colored shirts (6 colors) with TPB-approved lay-out. One (1) color per team with an estimated thirty-three (33) members each.	Php700,000.00	PhP700,000.00

d. Awards and Prizes (total quantity shall be finalized with the number of participants)

Awards:

Awards	Items	Quantity
Champion (Team)	trophies	33
1 st Runner Up (Team)	medals	33
2 nd Runner Up (Team)	medals	33
Highest Pin Falls Male (Individual)	small trophy	1
Highest Pin Falls Female (Individual)	small trophy	1
Special Award (TBA)	small trophy	1

Cash Prizes:

Ranking	Amount	Remarks
Overall Champion	P20,000.00	The cash prizes shall be presented to the winning teams during the Awarding Ceremony
1 st Runner Up	P15,000.00	
2 nd Runner Up	P10,000.00	

e. Medical Personnel to provide on-site care, emergency response, and crowd health management during the activity.

ELIGIBILITY REQUIREMENTS:

1. Must be a Filipino-owned company, and legally registered under Philippine laws.
2. Bidder must have at least three (3) years of experience in conducting various events and activities in government and private offices.

**PROJECT IMPLEMENTATION SCHEDULE
(Indicative Date)**

Indicative date of implementation is 30 October 2025 (Thursday) from 8:00 AM to 6:00 PM (inclusive of ingress and egress)

	ADDITIONAL TECHNICAL REQUIREMENTS: <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI/ CDA Registration LEGAL REQUIREMENTS: <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Latest Income/ Business Tax Return 4. Notarized Revised Omnibus Sworn Statement ATTACHMENTS: <ol style="list-style-type: none"> 1. Statement of Compliance 2. Technical Specifications 3. Revised Omnibus Sworn Statement NOTE: <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 		
Terms	Thirty (30) working days from the receipt of invoice/billing.		
ABC	PhP700,000.00 inclusive of all applicable fees and taxes		PhP700,000.00

Please submit your **quotation** together with the **legal and technical documents** duly signed by your authorized representative to email address **kristine_aclan@tpb.gov.ph/ bac_sec@tpb.gov.ph** not later than **4 June 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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: Kristine Heizelle B. Aclan

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE CONDUCT OF THE TPB 2025 BOWL-LOWEEN ACITIVITY

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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3	<div>Provision of meals for 200 participants (<i>guaranteed no. of participants, confirmation 1 week prior the activity</i>):</div> <table><tr><th>AM Snack</th><th>Lunch</th><th>PM Snack</th><th>Estimate d cost/pax</th></tr><tr><td><ul style="list-style-type: none">Sandwiches or PastaCoffee or Juices or SodasDrinking water</td><td><ul style="list-style-type: none">Rice meal with two (2) viands (<i>meat and vegetables</i>) and dessertCoffee or Juices or SodasDrinking water</td><td><ul style="list-style-type: none">Sandwiches or PastaCoffee or Juices or SodasDrinking water</td><td>AM Snacks – P250.00 Lunch – P400.00 PM Snacks – P250.00</td></tr></table>	AM Snack	Lunch	PM Snack	Estimate d cost/pax	<ul style="list-style-type: none">Sandwiches or PastaCoffee or Juices or SodasDrinking water	<ul style="list-style-type: none">Rice meal with two (2) viands (<i>meat and vegetables</i>) and dessertCoffee or Juices or SodasDrinking water	<ul style="list-style-type: none">Sandwiches or PastaCoffee or Juices or SodasDrinking water	AM Snacks – P250.00 Lunch – P400.00 PM Snacks – P250.00	
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4	Provision of at least one (1) Officiating Personnel, at least one (1) Facilitator, and five (5) Marshalls to monitor and assist in the conduct of the activity.									
5	<div>Provision of colored shirts (6 colors) with TPB-approved lay-out. One (1) color per team with an estimated thirty-three (33) members each:</div> <table><tr><th>Particulars</th><th>Estimated Cost/Unit Per Pax</th></tr><tr><td>Colored shirts</td><td>P500.00</td></tr></table>	Particulars	Estimated Cost/Unit Per Pax	Colored shirts	P500.00					
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9	ACTIVITY IMPLEMENTATION Indicative date of implementation is 30 October 2025 (Thursday) from 8:00 AM to 6:00 PM (inclusive of ingress and egress).																								

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

TECHNICAL SPECIFICATIONS
SERVICE PROVIDER FOR THE CONDUCT OF THE TPB 2025 BOWL-LOWEEN ACTIVITY

I. BACKGROUND

As part of its HUGS Mental Health Program, TPB implemented various physical and sports activities as health and wellness initiatives, which provided positive effects on personnel's engagement and well-being.

One of the institutional health and wellness and employee engagement activities is the Bowl-loween, which has been held annually since 2022. The activity successfully highlighted the personnel's enthusiasm for sports and served as an effective platform for fostering positive social interaction, team bonding, and mutual support.

This year, TPB will once again hold its 2025 Bowl-loween Activity, a Ten-Pin Bowling Tournament for its personnel. To implement the activity, there is a need for a Service Provider for the logistical and other related arrangements.

II. OBJECTIVES

At the end of the activity, participants are expected;

1. To improve connectivity across departments/ offices;
2. To improve communication and collaboration among the personnel;
3. To provide an environment for a work break and promote personnel interaction;
4. To identify potential bowlers for participation in bowling competition.

III. SCOPE OF DELIVERABLES

1. Provision of venue for the activity with digital/ automated ten-pin bowling lanes and equipment within Manila, Pasay, Makati, or Paranaque area, with space capacity to hold programs and awarding formalities.
2. Shoe rentals for estimated 200 TPB participants. Payment to be based on actual number of shoes rented.
3. Provision of the following:
 - a. Meals for 200 participants (*guaranteed no. of participants, confirmation 1 week prior the activity*):

AM Snack	Lunch	PM Snack	Estimated cost/pax
<ul style="list-style-type: none">• Sandwiches or Pasta• Coffee or Juices or Sodas• Drinking water	<ul style="list-style-type: none">• Rice meal with two (2) viands (<i>meat and vegetables</i>) and dessert• Coffee or Juices or Sodas• Drinking water	<ul style="list-style-type: none">• Sandwiches or Pasta• Coffee or Juices or Sodas• Drinking water	AM Snacks – P250.00 Lunch – P400.00 PM Snacks – P250.00

- b. At least one (1) Officiating Personnel, at least one (1) Facilitator, and five (5) Marshalls to monitor and assist in the conduct of the activity.
- c. Colored shirts (6 colors) with TPB-approved lay-out. One (1) color per team with an estimated thirty-three (33) members each:

Particulars	Estimated Cost/Unit Per Pax
Colored shirts	P500.00

- d. Awards and Prizes *(total quantity shall be finalized with the number of participants)*:

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Specifications

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- e. Medical Personnel to provide on-site care, emergency response, and crowd health management during the activity.

IV. ELIGIBILITY REQUIREMENTS

1. Bidder must be a Filipino-owned company, and legally registered under the Philippine Laws.
2. Bidder must have at least three (3) years of experience in conducting various events and activities in government and private offices.

V. ACTIVITY IMPLEMENTATION

Indicative date of implementation is 30 October 2025 (Thursday) from 8:00 AM to 6:00 PM (inclusive of ingress and egress).

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **SEVEN HUNDRED THOUSAND PESOS (P700,000.00)** inclusive of all applicable fees and taxes.

Bidder must submit a proposal based on the above deliverables with price quotation.

VII. TERMS OF PAYMENT

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

ROSSANDRA AMYTHERA Q. CAYAGO

Acting Head

Personnel and Human Resources Development Division

Tourism Promotions Board

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

Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.

2. Copy of Official Receipt

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.

Original copy of Official Receipt shall be personally brought to TPB Office.
Otherwise, delivery fee will be shouldered by the supplier.

VIII. CONTACT PERSONS

For particulars, please contact:

Karen A. Padolina

karen_padolina@tpb.gov.ph

Lyka R. Ragot

lyka_ragot@tpb.gov.ph

Carla Jane D. Sosa

carla_sosa@tpb.gov.ph

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:
- 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]