

14 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 2025.05.131  
**PR No.** 05.014  
**Requirements** Supply and Delivery of Food Packs for the FY 2025 TPB ISO 9001:2015 Internal Quality Audit (Opening and Closing Meeting)

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)																
157 pax	<p><b>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</b></p> <p>The TPB is seeking a service provider to handle the supply and delivery of bento lunch, A.M., and P.M. snack sets with drinks for each serving, inclusive of delivery charges, for the following:</p> <table><tr><th>Particulars</th><th>Dates**</th></tr><tr><td>ISO 9001:2015 Internal Quality Audit (Opening Meeting)</td><td>23 June 2025</td></tr><tr><td>ISO 9001:2015 Internal Quality Audit (Closing Meeting)</td><td>04 July 2025</td></tr><tr><td colspan="2"><b>Budget:</b> PhP314,000.00</td></tr></table> <p><i>** Dates are indicative and may be subject to change, with due notice of five (5) calendar days given in advance to the winning service provider. The final pax count will be confirmed with the service provider five (5) calendar days before the scheduled activity.</i></p> <p>1. The service provider must be able to supply food packs and deliver them to the TPB Office on or before the serving schedule listed below:</p> <table><tr><th>Particulars</th><th>Serving Time</th></tr><tr><td>A.M. Snacks</td><td>08:30 A.M.</td></tr><tr><td>Bento Lunch</td><td>11:00 A.M.</td></tr><tr><td>P.M. Snacks</td><td>03:00 P.M.</td></tr></table>	Particulars	Dates**	ISO 9001:2015 Internal Quality Audit (Opening Meeting)	23 June 2025	ISO 9001:2015 Internal Quality Audit (Closing Meeting)	04 July 2025	<b>Budget:</b> PhP314,000.00		Particulars	Serving Time	A.M. Snacks	08:30 A.M.	Bento Lunch	11:00 A.M.	P.M. Snacks	03:00 P.M.	PhP2,000.00	<b>PhP314,000.00</b>
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	<div>2. Venue:<ul style="list-style-type: none"><li>6F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City</li></ul></div> <div>3. Number of Pax:</div> <table><tr><th>Particulars</th><th>Number of Pax</th></tr><tr><td>23 June 2025 (Opening)</td><td>157 pax</td></tr><tr><td>04 July 2025 (Closing)</td><td>157 pax</td></tr></table> <div>4. Provision of the following meals:</div> <table><tr><td>a.</td><td>A.M. and P.M. Snacks: Inclusive of one round of soda, tea, or fruit juice (preferred snacks: sandwich and pasta)</td></tr><tr><td>b.</td><td>Bento Lunch: Minimum of three (3) main courses (chicken/beef/fish), (1) one soup, (1) one vegetable, (1) one dessert, and inclusive of one round of soda, tea, or fruit juice</td></tr><tr><td>c.</td><td>Coffee Station: Includes all necessary paraphernalia (limited to the number of pax, inclusive of sugar and creamer) - can be arranged with A.M. Snacks</td></tr><tr><td>d.</td><td>Special Diets: Can accommodate specific dietary needs (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</td></tr><tr><td>e.</td><td>Meals must be in sealed eco-friendly or sustainable packaging</td></tr></table> <div>5. The menu selection must be submitted along with the quotation.</div> <div>6. Designation of uniformed service personnel.</div> <div>7. Must provide a meal sample for food tasting upon issuance of the Notice to Proceed (NTP) no later than two (2) weeks before the implementation dates (23 June 2025 and 04 July 2025)</div>	Particulars	Number of Pax	23 June 2025 (Opening)	157 pax	04 July 2025 (Closing)	157 pax	a.	A.M. and P.M. Snacks: Inclusive of one round of soda, tea, or fruit juice (preferred snacks: sandwich and pasta)	b.	Bento Lunch: Minimum of three (3) main courses (chicken/beef/fish), (1) one soup, (1) one vegetable, (1) one dessert, and inclusive of one round of soda, tea, or fruit juice	c.	Coffee Station: Includes all necessary paraphernalia (limited to the number of pax, inclusive of sugar and creamer) - can be arranged with A.M. Snacks	d.	Special Diets: Can accommodate specific dietary needs (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)	e.	Meals must be in sealed eco-friendly or sustainable packaging		
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	<div>PROJECT IMPLEMENTATION SCHEDULE</div> <div><div>❖ Opening and Closing Meeting of ISO 9001:2015 Internal Quality Audit</div><table><tr><th>Particulars</th><th>Dates*</th></tr><tr><td>ISO 9001:2015 Internal Quality Audit (Opening Meeting)</td><td>23 June 2025</td></tr><tr><td>ISO 9001:2015 Internal Quality Audit (Closing Meeting)</td><td>04 July 2025</td></tr></table><div><i>*Dates are indicative and may be subject to change, with due notice of five (5) calendar days given in advance to the winning service provider</i></div></div>	Particulars	Dates*	ISO 9001:2015 Internal Quality Audit (Opening Meeting)	23 June 2025	ISO 9001:2015 Internal Quality Audit (Closing Meeting)	04 July 2025		
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	<div>LEGAL REQUIREMENTS:</div> <div><div>1. Mayor’s/ Business Permit</div><div>2. PhilGEPS Registration Number/ Certificate</div><div>3. BIR Certificate of Registration</div><div>4. Notarized Omnibus Sworn Statement</div></div> <div>ATTACHMENTS:</div> <div><div>1. Technical Specifications</div><div>2. Statement of Compliance</div><div>3. Omnibus Sworn Statement sample</div></div> <div>NOTE:</div> <div><div>1. All entries must be typewritten in your company letterhead.</div><div>2. Price validity shall be for a period of thirty (30) calendar days.</div></div>								
Terms	<div><div>1. Payment will be made through Landbank of the Philippines (LBP) bank deposit. Suppliers without an LBP account will shoulder applicable bank charges;</div><div>2. Must be willing to accept a send-bill arrangement; and</div><div>3. The supplier must provide the original copy of Statement of Account / Billing Statement / Official Receipt to the TPB Office, otherwise, payment will not be processed.</div></div>								

	4. Full payment of the two (2) completed activities will be made within thirty (30) working days upon receipt of the Statement of Account/Billing Statement.		
ABC	PhP314,000.00 inclusive all applicable fees and taxes.		<b>PhP314,000.00</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 **20 May 2025, 05:00PM**, subject to the Terms and Conditions stated herein.

For easy identification of email and submission of quotation with other documents, the subject/ title of the document shall be in this format: **2025 ISO Food Packs\_<Company Name>**.

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. VILAFRANCA**  
 Acting Head  
 Procurement Management Division

**Contact person:** Ada Cruz

# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## SUPPLY AND DELIVERY OF FOOD PACKS FOR THE FY 2025 TPB ISO 9001:2015 INTERNAL QUALITY AUDIT (OPENING AND CLOSING 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								
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## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

10	<b>ADDITIONAL TECHNICAL REQUIREMENTS: BIDDER'S QUALIFICATION/ELIGIBILITY</b> <ul style="list-style-type: none"><li>• Must be Filipino owned company, operated and legally registered under the Philippine laws;</li><li>• Must be in operation for the last five (5) years;</li><li>• Must have experience or engagement with government agencies with relevant service. Must submit certificate of completion as proof of validation.</li></ul>	
11	<b>CONTRACT DURATION</b> <p>The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) and will remain in effect until the completion of all deliverable/services</p>	

\_\_\_\_\_  
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

### SUPPLY AND DELIVERY OF FOOD PACKS FOR THE FY 2025 TPB ISO 9001:2015 INTERNAL QUALITY AUDIT (OPENING AND CLOSING MEETING)

#### I. BACKGROUND

The Tourism Promotions Board (TPB) adopted the ISO standard on Quality Management System (QMS) and was certified in 2015. As part of TPB's ISO 9001 QMS maintenance, the Internal Audit team will conduct an Internal Quality Audit scheduled from 23 June to 04 July 2025. The audit will involve designated TPB auditors and auditees. As part of the activity, Opening and Closing Ceremonies will be held to present the Internal Quality Audit Plan and Audit Findings Report.

#### II. OBJECTIVES

The activity requires the provision of meals for TPB personnel involved in the following whole-day events:

Particulars	Dates*
ISO 9001:2015 Internal Quality Audit (Opening Meeting)	23 June 2025
ISO 9001:2015 Internal Quality Audit (Closing Meeting)	04 July 2025

*\*Dates are indicative and may be subject to change, with due notice of five (5) calendar days given in advance to the winning service provider*

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

The TPB is seeking a service provider to handle the supply and delivery of bento lunch, A.M., and P.M. snack sets with drinks for each serving, inclusive of delivery charges, for the following:

Particulars	Dates**
ISO 9001:2015 Internal Quality Audit (Opening Meeting)	23 June 2025
ISO 9001:2015 Internal Quality Audit (Closing Meeting)	04 July 2025
<b>Budget:</b> PhP314,000.00	

*\*\* Dates are indicative and may be subject to change, with due notice of five (5) calendar days given in advance to the winning service provider. The final pax count will be confirmed with the service provider five (5) calendar days before the scheduled activity.*

1. The service provider must be able to supply food packs and deliver them to the TPB Office on or before the serving schedule listed below:

Particulars	Serving Time
A.M. Snacks	08:30 A.M.
Bento Lunch	11:00 A.M.
P.M. Snacks	03:00 P.M.

2. Venue:

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

3. Number of Pax:

Particulars	Number of Pax
23 June 2025 (Opening)	157 pax
04 July 2025 (Closing)	157 pax

4. Provision of the following meals:

a.	A.M. and P.M. Snacks: Inclusive of one round of soda, tea, or fruit juice (preferred snacks: sandwich and pasta)
b.	Bento Lunch: Minimum of three (3) main courses (chicken/beef/fish), (1) one soup, (1) one vegetable, (1) one dessert, and inclusive of one round of soda, tea, or fruit juice
c.	Coffee Station: Includes all necessary paraphernalia (limited to the number of pax, inclusive of sugar and creamer) - can be arranged with A.M. Snacks
d.	Special Diets: Can accommodate specific dietary needs (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)
e.	Meals must be in sealed eco-friendly or sustainable packaging

5. The menu selection must be submitted along with the quotation.

6. Designation of uniformed service personnel.

7. Must provide a meal sample for food tasting upon issuance of the Notice to Proceed (NTP) no later than two (2) weeks before the implementation dates (23 June 2025 and 04 July 2025)

#### IV. PROJECT IMPLEMENTATION SCHEDULE

❖ Opening and Closing Meeting of ISO 9001:2015 Internal Quality Audit

Particulars	Dates*
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## **V. ADDITIONAL TECHNICAL REQUIREMENTS**

### **BIDDER'S QUALIFICATION/ELIGIBILITY**

1. Must be Filipino owned company, operated and legally registered under the Philippine laws;
2. Must be in operation for the last five (5) years;
3. Must have experience or engagement with government agencies with relevant service. Must submit certificate of completion as proof of validation.

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

The Approved Budget for the Contract (ABC) is **THREE HUNDRED FOURTEEN THOUSAND PESOS ONLY (Php314,000.00)** inclusive of all applicable fees and taxes.

## **VII. TERMS OF PAYMENT**

1. Payment will be made through Landbank of the Philippines (LBP) bank deposit. Suppliers without an LBP account will shoulder applicable bank charges;
2. Must be willing to accept a send-bill arrangement; and
3. The supplier must provide the original copy of Statement of Account / Billing Statement / Official Receipt to the TPB Office, otherwise, payment will not be processed.
4. Full payment of the two (2) completed activities will be made within thirty (30) working days upon receipt of the Statement of Account/Billing Statement.

## **VIII. CONTRACT DURATION**

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) and will remain in effect until the completion of all deliverable/services.

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

### **MILLISA M. NUADA**

Telephone Nos.: (02) 8525 9318 to 27 Local 210

Email address: millisa\_nuada@tpb.gov.ph

### **SHERYLL ANN R. KARUNUNGAN**

Telephone Nos.: (02) 8525 9318 to 27 Local 212

Email address: sheryll\_karunungan@tpb.gov.ph