

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025.06.163
PR No. 05.035
Requirements: Supply and Delivery of Food Packs for the FY 2025 TPB Management Committee (MANCOM) Meetings (2nd Posting)

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)									
40 pax	SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES The TPB seeks a service provider to handle the supply and delivery of A.M. or P.M. snack sets, including drinks for each serving, and inclusive of delivery charges, as detailed in the following table:	PhP625.00	PhP150,000.00									
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	<div>LEGAL REQUIREMENTS:</div> <div>1. Mayor's/ Business Permit</div> <div>2. PhilGEPS Registration Number/ Certificate</div> <div>3. BIR Certificate of Registration</div> <div>4. Omnibus Sworn Statement</div> <div>ATTACHMENTS:</div> <div>1. Statement of Compliance</div> <div>2. Omnibus Sworn Statement sample</div> <div>3. Technical Specifications</div> <div>NOTE:</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>											

Terms	<ul style="list-style-type: none"> • Payment will be made through Landbank of the Philippines (LBP) bank deposit. Suppliers without an LBP account will shoulder applicable bank charges. • The service provider must be willing to accept a send-bill arrangement. • The supplier must provide the original copy of the Statement of Account / Billing Statement / Official Receipt to the TPB office; otherwise, payment will not be processed. • Payment will be made within thirty (30) working days upon receipt of the Statement of Account/Billing Statement for each completed activities. 		
ABC	PhP150,000.00 inclusive all applicable fees and taxes.		PhP150,000.00

Please submit your **quotation, technical, and legal documents** duly signed by your authorized representative to email address ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than **09 June 2025, 12:00PM**, subject to the Terms and Conditions stated herein.

For easy identification of submission of quotation with other documents, the subject/title of the document shall be in this format: **MANCOM 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 MANAGEMENT COMMITTEE (MANCOM) MEETINGS (2ND POSTING)

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

11	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	
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Name of Company/Bidder

Signature over Printed Name
of Representative

Date

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]

TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF FOOD PACKS FOR THE FY 2025 TPB MANAGEMENT COMMITTEE (MANCOM) MEETINGS

I. BACKGROUND

The Tourism Promotions Board (TPB) regularly conducts Management Committee (MANCOM) Meetings on a monthly basis. These meetings serve as a platform for presenting comprehensive updates on the agency's operational performance, including the status of key performance indicators and recent accomplishments in the promotion of tourism. During these sessions, members engage in the review of critical metrics, evaluate the progress of ongoing projects, and assess the alignment of the agency's activities with established goals and objectives. Furthermore, the agenda includes the identification and resolution of pertinent issues and concerns, which require the attention and decision-making of the MANCOM to ensure the continued effective and efficient operation of the agency.

II. OBJECTIVES

The activity requires the provision of meals for the MANCOM members, Executive Assistants, and Secretariats involved in the following scheduled MANCOM meetings:

Particulars	Dates*
Management Committee (MANCOM) Meeting	08 July 2025
	12 August 2025
	09 September 2025
	13 October 2025
	11 November 2025
	28 November 2025

**Dates are indicative and may be subject to change with five (5) calendar days' advance notice to the service provider.*

III. SCOPE OF WORK/SERVICES/DELIVERABLES

The TPB seeks a service provider to handle the supply and delivery of A.M. or P.M. snack sets, including drinks for each serving, and inclusive of delivery charges, as detailed in the following table:

Particulars	Dates**
Management Committee (MANCOM) Meeting	08 July 2025
	12 August 2025
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Budget: PhP150,000.00	

*** Dates are indicative and may be subject to change with five (5) calendar days' advance notice to the service provider; the final headcount will be confirmed five (5) calendar days before the activity date*

1. The service provider must have the capability and resources to supply food packs and deliver them to the TPB office on or before the scheduled serving time.

2. Venue:

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

3. Number of Pax:

Particulars	Dates**	Number of Pax
Management Committee (MANCOM) Meeting	08 July 2025	39 pax
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4. Provision of the following meals:

a.	A.M. or P.M. Snacks: Inclusive of one round of soda, tea, or fruit juice (preferred snacks: sandwiches and pasta).
b.	Special Diets: The service provider must accommodate specific dietary needs (e.g., halal, vegetarian, pescatarian, diabetic, low sodium, hypoallergenic, gluten-free, etc.)
c.	Meals must be delivered in sealed, eco-friendly, or sustainable packaging.

5. The menu selection must be submitted along with the bidding documents.
6. The service provider must designate uniformed service personnel to assist with and manage the delivered food packs.

IV. DATE OF IMPLEMENTATION

❖ Scheduled Management Committee (MANCOM) Meetings

Particulars	Dates*
Management Committee (MANCOM) Meeting	08 July 2025
	12 August 2025
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** Dates are indicative and may be subject to change with five (5) calendar days' advance notice to the service provider.*

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 **ONE HUNDRED FIFTY THOUSAND PESOS ONLY (PhP 150,000.00)** 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. The service provider must be willing to accept a send-bill arrangement.

3. The supplier must provide the original copy of the Statement of Account / Billing Statement / Official Receipt to the TPB office; otherwise, payment will not be processed.
4. Payment for 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

SHARMAINE JOY P. ABELON

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

Email address: sharmaine_abelon@tpb.gov.ph