

16 July 2025

## REQUEST FOR QUOTATION (RFQ)

The **TOURISM PROMOTIONS BOARD** invites you to submit a quotation for the items listed below;

**RFQ No.** TPB-RFQ 2025.07.200  
**PR No.** 2025.07.022

**REQUIREMENTS:** SERVICE PROVIDER FOR THE LOGISTICAL REQUIREMENTS OF THE PHILIPPINE PARTICIPATION IN THE INTERNATIONALE TOURISMUS BORSE (ITB) ASIA 2025

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>BOOTH OPERATIONS</b></p> <p><b>1. Snacks and Refreshments at the Philippine Booth</b></p> <ul style="list-style-type: none"> <li>Provision of snacks and refreshments, including gourmet sandwiches, cup noodles, individually packed juice, brewed coffee, assorted nuts, and candies for 50 persons during the event on 15–17 October 2025. Supplies shall be replenished as necessary throughout the duration of the event.</li> </ul> <p><b>2. Philippine Sellers Debriefing Dinner</b></p> <ul style="list-style-type: none"> <li>Date: 16 October 2025 Time: 07:30 PM onwards (maximum of 4 hours) No of Pax: 50-55 pax Estimated Cost: SGD 150 per pax if within Marina Bay Sands; SGD 100 per pax outside Marina Bay Sands</li> </ul> <p><b>3. Coordinator from the Service Provider</b></p> <ul style="list-style-type: none"> <li>Must coordinate closely with the TPB personnel for the requirements and must be physically present before, during, and by the end of the event.</li> <li>All travel expenses such as accommodation, air tickets, insurance, meals, including the event badges, etc.,</li> </ul>	PhP1,000,000.00	PhP1,000,000.00

	<p>must be shouldered by the service provider.</p> <p><b>TRAVEL, ADMINISTRATIVE, AND LOGISTICAL EXPENSES</b></p> <p><b>Transportation for Logistical Requirements</b></p> <ol style="list-style-type: none"> <li>1. Transportation service that will transfer other promotional materials on the following dates: <ul style="list-style-type: none"> <li>• 13 October 2025: Two (2) vans - airport to the hotel for the promotional material luggage</li> <li>• 14 October 2025: One (1) van - hotel to proposed dinner venue to inspect the venue and event venue</li> <li>• 15 October 2025: One (1) van - hotel to event venue for the promotional material luggage</li> <li>• 17 October 2025: One (1) van - event venue to hotel for the luggage</li> <li>• 18 October 2025: Two (2) vans – hotel to the airport for the luggage</li> </ul> </li> <li>2. One (1) bus to transport the Philippine Delegation from the event venue to the Debriefing Dinner venue on 16 October 2025, in case the dinner venue is located outside Marina Bay Sands. (One way only)</li> </ol> <ul style="list-style-type: none"> <li>• <b>Note:</b> Includes licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees.</li> </ul> <p><b>PROMOTIONAL GIVEAWAYS</b></p> <ol style="list-style-type: none"> <li>1. Ceramic Filipino Recipe Plate - 150 pcs <ul style="list-style-type: none"> <li>• Specifications <ul style="list-style-type: none"> <li>- Dimension: 15cm L x 9.6cm W x 2.86 cm</li> <li>- Material: Bone China</li> <li>- Packed in high-quality box packaging, tagged with a compliments card.</li> </ul> </li> <li>• Delivery Date: no later than 14 October 2025</li> <li>• Delivery Address: Marina Bay Sands Expo and Convention Center, Singapore</li> </ul> </li> </ol>		
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	<ul style="list-style-type: none"> <li>• Delivery of the items from the storage area to the event venue shall be shouldered by the winning bidder.</li> <li>• If there are any remaining promotional materials, the winning bidder shall turn them over to TPB and ensure their delivery to the TPB office at Legaspi Towers 300.</li> <li>• All necessary taxes, fees, permits, and other applicable charges shall be shouldered by the winning bidder</li> </ul> <ol style="list-style-type: none"> <li>2. Chocnut produced and manufactured in the Philippines (200g) – 50 packs</li> <li>3. Dried mangoes produced and manufactured in the Philippines (100g) – 100 packs</li> <li>4. Mangorind produced and manufactured in the Philippines (175g) – 200 packs</li> </ol> <p><b>For Items 2-4:</b></p> <ul style="list-style-type: none"> <li>• Delivery Address: 6 Floor, Five Ecom Center, Harbor Dr., MOA Complex, Pasay City</li> <li>• Delivery Date: no later than 09 October 2025</li> </ul> <ol style="list-style-type: none"> <li>5. Large Luggage – One (1) pc</li> </ol> <p><b><u>NOTE: Attached is the Statement of Compliance with the Technical Specifications for complete details of the requirements.</u></b></p> <p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (<i>if new bidder</i>)</li> <li>2. Accomplished Statement of Compliance</li> <li>3. SEC/DTI/CDA Registration, as applicable</li> <li>4. Must not have a rating below 3.0 in the External Providers' Performance Evaluation (EPPE) from any TPB projects handled in the last 12 months. Must submit a Certificate of Satisfactory Performance issued by the TPB Procurement Management Division. (<i>Available upon request and not applicable to new bidders</i>)</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p>		
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	1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Latest Income/Business Tax Return 4. Notarized Revised Omnibus Sworn Statement  <b>ATTACHMENTS:</b> 1. Statement of Compliance to the Technical Specifications 2. Revised Omnibus Sworn Statement 3. Technical Specifications  <b>NOTE:</b> 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	The Approved Budget for the Contract (ABC) is PhP1,000,000.00, inclusive of all applicable taxes		<b>PhP1,000,000.00</b>

Please submit your quotation, legal, and technical documents duly signed by your authorized representatives to the email addresses: **kristine\_aclan@tpb.gov.ph/ bac\_sec@tpb.gov.ph**, not later than **22 July 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein.

Please be informed that the Tourism Promotions Board Philippines is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



**GENESIS WEIYN B. LEE**

Acting Head

Procurement Management Division


**CONTACT PERSON: KRISTINE HEIZELLE B. ACLAN**

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

### SERVICE PROVIDER FOR THE LOGISTICAL REQUIREMENTS OF THE PHILIPPINE PARTICIPATION IN THE INTERNATIONALE TOURISMUS BORSE (ITB) ASIA 2025

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	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
<b>SCOPE OF WORK/SERVICES/DELIVERABLES</b>		
1	<b>BOOTH OPERATIONS</b> <b>Snacks and Refreshments at the Philippine Booth</b> Provision of snacks and refreshments, including gourmet sandwiches, cup noodles, individually packed juice, brewed coffee, assorted nuts, and candies for 50 persons during the event on 15–17 October 2025. Supplies shall be replenished as necessary throughout the duration of the event.	
2	<b>Philippine Sellers Debriefing Dinner</b> <ul style="list-style-type: none"> <li>• Date: 16 October 2025</li> <li>• Time: 07:30 PM onwards (maximum of 4 hours)</li> <li>• No of Pax: 50-55 pax</li> <li>• Estimated Cost: SGD 150 per pax if within Marina Bay Sands; SGD 100 per pax outside Marina Bay Sands</li> </ul> <i><b>Note:</b> Dinner venue that has a unique Singaporean dining experience, preferably within 10-15 minutes away from the Marina Bay Sands Expo and Convention Center.</i>	
3	<b>Coordinator from the Service Provider</b> <ul style="list-style-type: none"> <li>• Must coordinate closely with the TPB personnel for the requirements and must be physically present before, during, and by the end of the event.</li> <li>• All travel expenses such as accommodation, air tickets, insurance, meals, including the event badges, etc., must be shouldered by the service provider.</li> </ul>	
4	<b>TRAVEL, ADMINISTRATIVE AND LOGISTICAL EXPENSES</b> <b>Transportation for Logistical Requirements</b>	

	<ol style="list-style-type: none"> <li>1. Transportation service that will transfer other promotional materials on the following dates: <ul style="list-style-type: none"> <li>• 13 October 2025: Two (2) vans - airport to the hotel for the promotional material luggage</li> <li>• 14 October 2025: One (1) van - hotel to proposed dinner venue to inspect the venue and event venue</li> <li>• 15 October 2025: One (1) van - hotel to event venue for the promotional material luggage</li> <li>• 17 October 2025: One (1) van - event venue to hotel for the luggage</li> <li>• 18 October 2025: Two (2) vans – hotel to the airport for the luggage</li> </ul> </li> <li>2. One (1) bus to transport the Philippine Delegation from the event venue to the Debriefing Dinner venue on 16 October 2025, in case the dinner venue is located outside Marina Bay Sands. (One way only)</li> </ol> <p><b>Note:</b> Includes licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees.</p>	
4	<p><b>PROMOTIONAL GIVEAWAYS</b></p> <p><b>A. Ceramic Filipino Recipe Plate</b></p> <ol style="list-style-type: none"> <li>1. <b>Quantity:</b> 150 pcs.</li> <li>2. <b>Specifications</b> <ul style="list-style-type: none"> <li>• Dimension: 15cm L x 9.6cm W x 2.86 cm</li> <li>• Material: Bone China</li> <li>• Packed in high-quality box packaging, tagged with a compliments card.</li> <li>• Sample box:</li> </ul> </li> </ol>  <ol style="list-style-type: none"> <li>3. <b>Delivery Date:</b> no later than 14 October 2025</li> <li>4. <b>Delivery Address:</b> Marina Bay Sands Expo and Convention Center, Singapore</li> <li>5. <b>Delivery of the items from the storage area to the event venue shall be shouldered by the winning bidder.</b></li> </ol>	

	<p>6. If there are any remaining promotional materials, the winning bidder shall turn them over to TPB and ensure their delivery to the TPB office at Legaspi Towers 300.</p> <p>7. All necessary taxes, fees, permits, and other applicable charges shall be shouldered by the winning bidder</p> <p><b><i>A sample peg/photo of the Ceramic Filipino Recipe Plate is available upon request. A sample of the item should be submitted to TPB for approval before mass production/purchase of all items. Revisions on the submitted samples must be submitted to TPB five (5) working days after receipt of the feedback; maximum of three (3) revisions. Otherwise, the TPB has the option to cancel the contract.</i></b></p> <p><b>B.</b> Chocnut produced and manufactured in the Philippines (200g) – 50 packs</p> <p><b>C.</b> Dried mangoes produced and manufactured in the Philippines (100g) – 100 packs</p> <p><b>D.</b> Mangorind produced and manufactured in the Philippines (175g) – 200 packs</p> <ul style="list-style-type: none"> <li>• Delivery Address: 6 Floor, Five Ecom Center, Harbor Dr., MOA Complex, Pasay City</li> <li>• Delivery Date: no later than 09 October 2025</li> </ul> <p><b>E.</b> Large Luggage – One (1) pc</p> <ul style="list-style-type: none"> <li>• Double wheels</li> <li>• Expandable 38.0 CM</li> <li>• Scratch Resistant</li> <li>• Water repellent coated zipper</li> <li>• TSA Combination Lock ready</li> <li>• Multi-stop Wheel Handle</li> <li>• HS POLYPROPYLENE(INJ)</li> <li>• Dimension 75.0 x 50.0 x 33.0 cm</li> <li>• Lightweight</li> <li>• Optimov shock-absorbing wheels</li> <li>• Color to be approved by TPB</li> </ul>	
5	<p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</b></p> <p>Must be a duly registered Philippine company engaged in the business as an Events Management Company / Project Management Company, or other suppliers providing similar services, with experience in event organization and implementation.</p>	
6	Must be in operation for at least five (5) years.	
7	Must not have a rating below 3.0 in the External Providers' Performance Evaluation (EPPE) from any TPB projects handled in the	

	last 12 months. Must submit a Certificate of Satisfactory Performance issued by the TPB Procurement Management Division. (Available upon request and not applicable to new bidders)	
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I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of the Authorized 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]*