

**Reference No. ITB - 2014-016**

## **INVITATION TO BID**

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), ***invites interested bidders/suppliers/service providers for catering services***, duly registered with the Philippine Government Electronic Procurement System (PhilGEPS) ([http:// www.philgeps.gov.ph](http://www.philgeps.gov.ph)) of the Department of Budget and Management (DBM), to bid for the hereunder project:

**Title of Project : PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2014**  
02-05 September 2014  
SMX Convention Center, MOA Complex, Pasay City

## **TERMS OF REFERENCE**

### **Brief Description:**

PHITEX is an annual marketing event that aims to strengthen the country's brand image and encourages the participants to promote affordable and competitive tourism packages. The theme of this year's PHITEX is *"Innovate and Integrate. Empower and Engage"*. Approximately 200 buyers and 200 sellers have been invited to the said event.

The TPB, as organizer of the event, will provide F&B for the PHITEX delegates, participants to the educational seminar, media, officials of the DOT Family and other guests during the various PHITEX related events to be held at the SMX Convention Center on 02-04 September 2014.

### **1. Eligibility Requirements:**

- a. Must be Filipino-owned, operated and legally registered catering service company under Philippine law;
- b. Must be accredited by the PHILGEPS
- c. Must have minimum of three (3) years experience in the catering business.
- d. Must have established a good reputation in the catering business.
- e. Must be an accredited catering service company of SMX Convention Center, venue of PHITEX 2014.

### **2. Legal/Technical Eligibility Documents**

- a. DTI Business Registration / SEC Certificate
- b. Mayor's Permit or License to Operate
- c. BIR Registration with TIN
- d. PHILGEPS Certificate
- e. Company Profile

### 3. Scope of Services

Handle the catering arrangements / requirements as follows:

a. F&B

DATE	AM SNACKS	LUNCH	PM SNACKS
02 September	65	65	65
03 September	305	115	305
04 September	605	615	605
<b>TOTAL</b>	<b>975</b>	<b>795</b>	<b>975</b>

- b. Hot and cold water service per function room
- c. Continuous coffee service per function room
- d. Complete set-up for buffet stations
- e. Dressed banquet tables/chairs
- f. Uniformed and well trained banquet service personnel

### 4. Proposal Submission

***The bidders are required to submit to TPB their sealed financial bids with at least three (3) menu proposals.***

***The package cost for the three (3) menu proposals should not exceed the Approved Budget for the Contract (ABC).***

### 5. Posting of Performance Security

The bidder is required to post a Performance Security Bond in the form of Manager's Check in the amount equivalent to 5% of his proposal upon signing of contract.

### Approved Budget for the Contract (ABC):

One Million Five Hundred Fifteen Thousand Pesos & 00/100 Only (Php1,515,000.00) inclusive of all applicable taxes and other charges.

**Bids exceeding the budget shall be disqualified.**

For particulars please contact Ms. Noemi Cruz at telephone numbers 5251153 or 5259318 loc. 229
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**INSTRUCTION TO BIDDERS:**

Please submit your Eligibility, Technical and Financial Bids in three (3) copies, in sealed envelope addressed to the BAC Chairperson, to be submitted to the BAC Secretariat on 27 August 2014, 9:30 A.M. c/o Roselle D. Romero, Administrative Department, TPB, 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila (Tel. No. 525-9318 loc. 207 / 525-6443).

The Tourism Promotions Board assumes no obligation whatsoever to compensate or indemnify the bidders for any expense that they may incur in the preparation of their bids. The Tourism Promotions Board also reserves the right to reject any of all bids to waive any defects found therein and to accept the bid most advantageous to the government.

19 August 2014

**SOLITA D. SORIANO**  
BAC Chairman