

Reference No. TPB/RFQ-2016-03-119

REQUEST FOR PROPOSAL

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit proposals for the hereunder project:

Project: Venue Rental with Catering Services for Lenten Reflection Activity for TPB Personnel for 55 pax for March 18, 2016

TERMS OF REFERENCE

I. Objective:

To provide venue with catering service for the Lenten Reflection Activity for TPB personnel.

- Event : Lenten Reflection Activity
- Date : 18 March 2016
- Time : 8:00 am – 3:00 pm
- No. of Participants : 55 participants

II. Specifications

1. Theater set up to accommodate 55 pax
2. Provision of AM and PM Snacks, buffet lunch and free flowing coffee, tea, candies and mints
3. Provision of 1 unit LCD Projector, wide screen and PA system with microphones
4. Provision of Whiteboard, flipchart, marker, eraser, pads and pencils or pens
5. Provision of complimentary Wi-Fi/Internet connection
6. Provision of complimentary parking slots
7. Within 3.5 km from TPB

III. Eligibility Requirements:

1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;
2. Must have experience in holding/staging social events and functions for international conferences, meetings, congresses, et. al.;
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

IV. Technical Eligibility Documents:

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or License to Operate
3. BIR Registration with TIN
4. PhilGEPS Certificate
5. Company Profile

V. Contract of Service/Financial Proposal

The financial proposal should cover the following expenditures:

1. Venue Rental
2. Catering services

VI. Approved Budget for the Contract (ABC)

Approved budget for the contract is Php 66,000.00 inclusive of all applicable taxes.

Please submit your quotation and legal documents not later than **15 March 2016, 10:00** a.m. thru email at pgsd@tpb.gov.ph , cc: maria_ponting@tpb.gov.ph subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division

07 March 2016