

10 May 2016

**REQUEST FOR QUOTATION**

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. **TPB-PR 2016.05.232**

**Requirements :** Hotel Accommodation  
**Project Title :** Site Validation and Press Trips for the Travel Blog Exchange  
**Asia 2016**  
**Bacacay Albay \* 21-23 May 2016**

Quantity	Particulars	Estimated Unit Price	Total Amount
1 room (2nights)  <b>21 May 2016</b> <b>Check-In: 18:00</b>  <b>23 May 2016</b> <b>Check-Out : 10:30</b>	<b>Hotel Accommodation</b> Specification: Date : 21 - 23 May 2016 Hotel Location : Bacacay, Albay Room Type : De Luxe Room No. of Rooms : 1 room (twin) Other Requirements: 1. Must be DOT-accredited establishment 2. Quotation should include the following: a.) Buffet Breakfast b.) Complimentary in-room internet access c.) 24-hour room service d.) Other in-room facilities and amenities: satellite channels, electronic safety deposit box, hair dryer coffee and tea making facilities, complimentary bottled water e.) Late check-out provisions 3.) Must be full operation for the last three (3) years, must have at least 90 guests rooms, must have experience in handling conference, meetings and congress accounts	Php 7,500.00 / room / night	Php 15,000.00
Terms	30 days		
Delivery	May 21, 2016		
ABC	Php 15,000.00 inclusive of all taxes and other charges		

The last day of submission of **quotation and legal documents** is not later than 12 May 2016, 10:00 a.m., 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

Contact Person

ROSELLE D. ROMERO

Contact No

525-93-18 loc 214 / 207 / 525-64-43

**Note: All entries must be typewritten in your company letterhead.**

1. Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following documents to be eligible to participate in the bidding:

**A. Legal Documents**

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate