

## Request for Quotation

25 May 2016

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

**Quotation No. TPB-PR.2016.05.273**

**Requirements : Venue and Catering Services**  
**Project Title : TPB Job Descriptions Review Workshop**  
**17 June 2016**

Quantity	Particulars	Estimated Unit Price	Total Amount
1 lot (35pax)	<b>Venue with Catering Services</b> Validation of TPB Job Descriptions Review Workshop Details/Requirements: Date : 17 June 2016 Time : 8:00 – 5:00 No. of Pax : 35 pax Specifications: a. Round Tables set up to accommodate 35pax b. Provision of AM and PM snacks, buffet lunch and free flowing coffee, tea, candies and mints c. Provision of 1 unit LCD Projector, wide screen and PA system with microphones d. Provision of whiteboard, flipchart, marker, eraser, pads and pencils or pens e. Provision of complimentary wi-fi/internet connection f. Provision of complimentary parking lots g. Within 3.5km from TPB	1,600.00	Php 56,000.00
Terms	30 days		
Delivery	June 17, 2016		
ABC	Php 56,000.00 inclusive of all taxes		

The last day of submission of **quotation and legal documents** is not later than 10:00 a.m. on 02 June 2016, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the 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