

30 May 2016

**REQUEST FOR QUOTATION**

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

**Quotation No. TPB-PR.2016.05.295**

**Requirements : Venue and Meals**  
**Project Title : Root Cause Analysis and Corrective Action /**  
**Guided Formulation of Corrective Actions**  
**06 - 07 June 2016**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
39pax	<b>Venue and Meals</b> Specification: Date : 06 - 07 June 20156(2days) No. of Pax : 39pax Inclusive : 1 buffet lunch inclusive of one round soft drinks or iced tea 2 snacks (am and pm) : Free flowing coffee / tea One (1) complimentary room for ISO Consultant Must be within two (2) kilometers radius from TPB	Php 1,400.00	Php 109,200.00
Terms	30 days upon receipt of invoice		
Delivery	06 June 2016		
ABC	Php 109,200.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than 02 June 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 / 246

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

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

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

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