

**Reference No. RFQ - 2015-0201**

**REQUEST FOR QUOTATION  
(2<sup>nd</sup> Posting)**

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 :**           **CATERING SERVICES PROVIDER for 2015 SELECT  
TRAVEL GROUP CONFERENCE WELCOME DINNER**  
14 May 2015  
Puerta Real Gardens, Intramuros Manila

**TERMS OF REFERENCE**

**I. Background Information:**

The Philippines, through the Department of Tourism (DOT) and the Tourism Promotions Board (TPB), is assisting in the preparations for the Philippines' hosting of Select Travel Group (STG) Conference 2015 which will be held on 13-16 May 2015 at the Makati Shangri-La Hotel.

The STG is one of the leading buying groups in Australia with a membership base exceeding 350. STG Agents are a reputable professional group of experienced travel consultants which provides its customers with competitive traveling prices, and assists clients with other travel needs such visa requirements, insurance and other services.

The Conference will bring in delegates from different parts of Asia and Australia, providing an excellent opportunity for the Philippines to showcase its culture, products and facilities to travel consultants who promote the country in the Australian market.

TPB will host a Welcome Dinner (Theme: Barrio Fiesta / Flores de Mayo) on 14 May 2015, 7:00PM at the Puerta Real Gardens, Intramuros to be attended by approximately one hundred fifty (150) travel consultants and agents of the Select Travel Group. TPB is inviting catering service companies to submit proposals for catering arrangements / requirements for the abovementioned event.

## II. Scope of Services

Implementation of the following catering arrangements / requirements for the Welcome Dinner:

- a. Styling/over-all look of the buffet, dining tables and its peripheral areas in line with the theme of the dinner.
- b. Set-up of live stations/stalls which may include but not be limited to:
  - i. Dessert Station (ex: halo-halo, taho, ice cream cart (sorbetes), bibingka etc.)
  - ii. Roast Pork / "Lechon" Station
- c. Menu card designed with the theme of the dinner

Provision of excellent Filipino / Fusion-Filipino cuisine based on the approved menu selection of the organizers.

Provision of quality and efficient service to the delegates by uniformed waiters. Uniforms of the waiters must be in line with the theme of the event.

## III. 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

## IV. 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
- f. List of functions catered with foreign delegates for the past three (3) years

## V. 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).***

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

Three Hundred Seventy Five Thousand Pesos & 00/100 Only (Php375,000.00) inclusive of all applicable taxes and other charges.

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

For particulars please contact Mr. Mikhail Camacho at telephone numbers 5259318 loc. 256
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**INSTRUCTION TO BIDDERS:**

Please submit your quotation/bids and legal/technical documents not later than 10:00 a.m. on 23 April 2015, subject to the Terms and Conditions attached herewith, duly signed by your representative to the General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

15 April 2015

**REMIGIO PAGADUAN, JR.**

Officer – In – Charge

Procurement and General Services Division