

Reference No. TPB/RFQ-2016-05-235

REQUEST FOR PROPOSAL

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

TERMS OF REFERENCE (TOR)

PROJECT: VENUE WITH FOOD & BEVERAGE REQUIREMENTS FOR THE "RE-VISIT OF ISO 9001:2008 PRINCIPLES, REQUIREMENTS AND APPLICATIONS"

REQUIREMENTS:

The Tourism Promotions Board (TPB) is seeking a competent and experienced service provider to handle the Venue, Meals and Accommodation for the Consultant requirements for the 2-day training Re-Visit of ISO 9001:2008 Principles, Requirements and Applications. The training is a requirement for the Re-tooling and Enhancement of the TPB's Quality Management System compliant to ISO 9001:2008

SPECIFICATIONS:

1. Existing Credit Line with TPB
2. Food/Meal
 - a. AM/PM Snacks and Buffet Lunch inclusive of one round of soft drinks or iced tea and ice for beverage
3. Must include the following services and amenities at the function room area:
 - a) Sound System
 - b) Whiteboard with marker and eraser
 - c) Flipchart
 - d) Projector Screen
 - e) Pads and Pencils
 - f) Free flowing coffee
 - g) Hot and cold water dispenser
 - h) Hard / mint candies
 - i) Waiter service on stand-by
 - b. Can accommodate special diet (for personnel with special needs: vegetarians, diabetics, or people with allergies)
 - c. Food served shall be fresh, hot and ready at least 30 minutes before the event
 - d. Minimum guarantee of 28 pax
4. Arrangement Set-Up
 - a. All dinnerware and glassware necessary for the event

- b. Waiters/Service Personnel clad in clean uniforms
 - c. Buffet Table with setting Clean linens
 - d. Set-up ready one hour before the start of the said event
 - e. Table set-up good for 28 pax
5. Other Concerns
- a. Requesting One (1) Complementary room for the ISO Consultant
 - b. Actual number of pax is subject to be confirmed one (1) week before the event
 - c. Provide cost per head in case of additional person
 - d. Any other arrangements that may be mutually agreed upon by the TPB and the service provider

TECHNICAL/LEGAL ELIGIBILITY DOCUMENTS

- DTI Business Registration/SEC Certificate
- Mayor's Permit or Permit / License to Operate
- BIR Registration with TIN
- PhilGEPS Certificate
- Company Profile

Bid price ceiling is **PhP 78,400.00 inclusive of taxes**. For particulars, please contact **MS. STEPHANIE TRIXIE LAGO** at telephone numbers 525-9318 local 215 or email at trixie_lago@tpb.gov.ph.

Please submit your quotation and legal documents not later than **13 May 2016, 10:00 a.m.** thru email at pgsd@tpb.gov.ph or maria_ponting@tpb.gov.ph or thru fax no. 526-5971 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

10 May 2016