

Reference No. TPB/RFQ-2016-05-279

REQUEST FOR PROPOSAL

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

**ORANGE SHABU GROUP OF RESTAURANTS INCENTIVE TRAVEL
30 May to 03 June 2016**

**TERMS OF REFERENCE
Food & Beverages**

**For the TPB Hoted Dinner Reception for the Orange Shabu Group
02 June 2016, Boracay**

I. Background

The Department of Tourism (DOT) Taiwan Office endorsed to the Tourism Promotions Board (TPB) for airport reception and dinner hosting of the Orange Shabu Group of Restaurant Incentive Group.

The Orange Shabu Group of Restaurant is one of the biggest chains of restaurants in Taiwan offering a variety of food from Japanese, to Shabu-Shabu style buffet. As part of company employee package, Orange Shabu is sending 115 of its employees for an incentive tour to the Philippines covering Manila, Pagsanjan and Boracay. The group will be billeted at the Henann Regency Boracay during their Boracay tour.

As a gesture of support, the TPB will provide airport reception and facilitation and hosting of a dinner reception with cultural show on 02 June 2016 in Boracay for the Orange Shabu Group.

In view of the above, the TPB is in need of a catering service provider for the hosting of a dinner reception on 02 June 2016 that can provide the food and beverage and cultural show requirements of the said event.

- **Event :** **Orange Shabu Group of Restaurants Incentive Travel**
- **Venue :** **Establishment in Boracay, beach front**
- **Date :** **02 June 2016**
- **Time :** **Around 7:00 pm**
- **No. of Pax :** **115 pax – Taiwanese, employees of restaurant chain**

II. Specifications

1. Caterer should have had experience in handling small to medium size group of international guests
2. Caterer should be able to provide the food and beverage requirements (dinner) of at most 115 pax (round table set-up)
3. Caterer should be able to provide possible dietary requirements of some delegates such as halal and vegetarian, diabetics, people with allergies, etc..
4. Caterer should provide the physical arrangements for the dinner
5. Caterer should provide uniformed and well-trained banquet service personnel

III. Eligibility Requirements:

1. Must be Filipino owned, operated and legally registered catering service provider under Philippine laws;
2. Must have provided catering service to small-to-medium international groups.
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

IV. Technical Eligibility Documents:

1. DTI Business Registration/SEC Certificate or its equivalent
2. Mayor's Permit or License/Permit to Operate or its equivalent
3. BIR Registration with TIN
4. PhilGEPS Certificate
5. Company profile

V. Contract of Service/Financial

The financial proposal should cover the Catering Services, Cultural Show and all applicable taxes related to the aforesaid service.

Bid Price Ceiling is **P 193,000.00** inclusive of taxes. Breakdown of costs should be presented. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget.

For particulars please contact Ms. Mary Ann Caramat at telephone numbers 5259318 loc. 230.

Please submit your quotation and legal documents not later than **30 May 2016, 10:00 a.m.** in a **SEALED QUOTATION** 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

25 May 2016