

Reference No. TPB/RFQ-2016-06-327

REQUEST FOR PROPOSAL

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

Cebu Travel Exchange (CTX) 2016
14 July 2016, Ayala Center, Cebu City

TERMS OF REFERENCE
FOR VENUE & CATERING SERVICES – Cebu Travel Exchange (CTX) 2016

I. Background:

Cebu Travel Exchange (CTX) is one of the major components of the 3rd International Travel Fair (ITF) to be held on July 15 -17 2016 at the Ayala Center, Cebu City. ITF 2016 will be participated by 100 local sellers /exhibitors and expected to generate 3,000 visitors. The event will be spearheaded by the MyEventology, Inc.

The B2B meeting is exclusively for travel agents/operators, accommodation facilities, airlines, travel insurance, cruise ships and national and international tourism bureaus converging under one roof to explore business opportunities and forge partnerships with Cebu's tourism industry players.

In view of the above, the TPB will be hosting functions for the participants of the event. TPB is in need of a venue and catering services provider to successfully conduct the event.

II. Specifications

1. Audience : Morning Conference – 160 pax
Half Day Conference – 80 pax
2. Date : 14 July 2016

III. Eligibility Requirements:

1. Must be Filipino owned, operated and legally registered events venue/hotel under Philippine laws;
2. Must have at least three years' experience in holding/staging social events and functions for international conferences, meetings, congresses, parties et al.;
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

IV. Technical Eligibility Documents:

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

5. Company Profile

VI. Requirements:

1. Provide lunch and snacks for a maximum of 300 pax;
2. Provide complimentary use of the venue;
3. The venue must be a DOT accredited establishment;
4. Must be willing to transact through send-bill arrangements; and
5. Must be endorsed by the CTX organizing committee.

VII. Contract of Service/Financial Proposal

The financial proposal should cover the following expenditures:

1. Professional fees of staff and crew
2. Food and beverage requirements

Bid Price Ceiling is Php 300,000.00 inclusive of taxes. For particulars, please contact Mr. Mark Nicole M. Evangelista at telephone numbers 525-9318 local 271. Kindly submit all required documents to our Procurement & General Services Department representative.

Please submit your quotation and legal documents not later than **21 June 2016, 10:00 a.m.** on 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

13 June 2016