

**Request for Quotation**

11 August 2016

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

**Quotation No. TPB-PR.2016.08.446**

**Requirements : Catering Services**  
**Project Title : PHITEX 2016 Working Committee Meeting**  
**19 August 2016 \* TPB Boardroom**

Quantity	Particulars	Estimated Unit Price	Total Amount
1 lot (50pax)	<p><b>Caterer for PHITEX 2016 Working Committee</b>            Details/Requirements:            Date : 19 August 2016 (Friday)            Time : 11:00am            Venue : TPB Boardroom            Meals : Lunch/PM Snacks            No. of Pax : Approximate 50pax  <b>Other Requirements:</b>            1.) Buffet lunch inclusive of one round of soft drinks or iced tea and ice for beverage            2.) Heavy afternoon snacks inclusive of one round softdrinks or iced tea.            3.) Coffee and drinking water shall be provided for the participants            4.) Food served shall be fresh, hot and ready at least 30 minutes before each meal            5.) Waiters/service personnel clad in a clean uniforms            6.) All dinnerware and glassware necessary for the event            7.) Any other arrangements that may be mutually agreed upon by the TPB and the service provider</p>	Php 750.00	Php 37,500.00
Terms	30 days		
Delivery	19 August 2016		
ABC	Php 37,500.00 inclusive of all taxes		

The last day of submission of **quotation and legal documents** is not later than 10:00 a.m. on 16 August 2016 thru mail or personally in a sealed envelope, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

**REMIGIO PAGADUAN, JR.**

Officer – In – Charge

Procurement and General Services Division

Contact Person

ROSELLE D. ROMERO

Contact No

525-93-18 loc 214 / 207 / 525-64-43

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

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

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

**A. Legal Documents**

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