

11 November 2015

**REQUEST FOR QUOTATION**

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

Quotation No. **TPB-PR 2015.11.675**

**Requirements :**           **Venue and Catering Services Package**  
**Project Title :**           **End Violence Against Women (End VAW) Forum**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
50 pax	<p><b>Venue and Catering Services Package</b></p> <p>Date: 11 December 2015 Target Participants: 50 pax</p> <p>Venue Requirements (within Manila)</p> <ul style="list-style-type: none"> <li>▪ Conference set-up good for 35 – 50 pax</li> <li>▪ Lobby and Function Room signages</li> <li>▪ Registration table with telephone</li> <li>▪ Microphones with stand (at least 2)</li> <li>▪ 1 Wireless microphone</li> <li>▪ Existing Light and Sound System</li> <li>▪ Whiteboard with marker and eraser</li> <li>▪ Flipcharts with permanent markers (2 sets)</li> <li>▪ Pads and pencils</li> <li>▪ 1 LCD Projector</li> <li>▪ LCD Projector Screen</li> <li>▪ Rostrum</li> <li>▪ Wifi access in the meeting room</li> </ul> <p>Catering Services</p> <ul style="list-style-type: none"> <li>▪ AM and PM Snacks inclusive of one round of soft drinks or iced tea</li> <li>▪ Buffet Lunch inclusive of one round of soft drinks or iced tea and ice for beverage</li> <li>▪ Flowing coffee/tea for the participants</li> </ul>	1,400.00	70,000.00

	<p>while the event is on-going</p> <ul style="list-style-type: none"> <li>▪ Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)</li> <li>▪ Drinking water and candies/mints shall be provided for the participants</li> <li>▪ Food served shall be fresh, hot and ready at least 30 minutes before each meal</li> </ul> <p>Arrangement Set-Up</p> <ul style="list-style-type: none"> <li>▪ All dinnerware and glassware necessary for the event</li> <li>▪ Waiters/Service Personnel clad in clean uniforms</li> <li>▪ Buffet Table with setting</li> <li>▪ Clean linens with motif as specified/required for the event</li> <li>▪ Chairs and tables classroom set-up during workshop</li> <li>▪ Set-up ready one hour before the start of the session in the morning</li> </ul> <p><i>Please see attached Terms of Reference for details</i></p>		
Terms	30 days upon receipt of invoice		
Delivery	11 December 2015		
ABC	PhP70,000.00 inclusive of service charge and all applicable taxes		

Please submit your quotation and legal documents, email to [janet\\_villafranca@tpb.gov.ph](mailto:janet_villafranca@tpb.gov.ph) not later than 3 December 2015, 12:00PM, subject to the Terms and Conditions stated herewith and 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, addressed to the undersigned.

Thank you very much.

**(Sgd.)**

**NILO C. ABON**

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

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

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

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

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