

29 December 2015

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2015.12.737

Requirements : Services of a French-speaking Tour Guides
Project Title : 41st Asia Pacific Advanced Network Meeting

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
7 pax	<p>French-speaking Tour Guides Proposed Itinerary: Intramuros and Shopping (Greenhills or Tiendesitas) Tour</p> <p><i>Please see attached Term of Reference for details</i></p>	5,000.00	35,000.00
Terms	30 days upon receipt of invoice		
Delivery	January 2016		
ABC	PhP35,000.00 inclusive of service charge and all applicable taxes		

Please submit your quotation and legal documents not later than **9 January 2016, 12:00PM**, email to janet_villafranca@tpb.gov.ph, 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
Contact No

JANET G. VILLAFRANCA
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