

**05 December 2016**

**REQUEST FOR QUOTATION**

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

**Quotation No. TPB-PR 2016-12-673**

**Requirements: Accommodation, Venue with Food and Beverage Requirements for 2016 Marketing Workshop with DOT Tourism Attachés and Market Representatives**

| Quantity | Particulars  | Estimated Unit Price | Estimated Total Amount                 |
|----------|--|----------------------|--|
| 1 Lot    | <p>Accommodation on 08 December 2016 for the Marketing Workshop</p> <p>Venue and Meals (AM and PM snacks, lunch and dinner buffet) during the marketing workshop on 08 December 2016</p> <p>Terms of Reference:</p> <p><b>I. PROJECT</b><br/>2016 Marketing Workshop / Meeting with DOT Overseas Offices and Market Representatives - 08 December 2016</p> <p><b>II. BACKGROUND</b></p> <p>On 05-07 December 2016, all tourism attaches and market representatives will gather at Diamond Hotel to keep-up-to-date on the new development with regard to country's tourism products and services. TPB Seizes this opportunity to meet with the Tourism Attaches (TA) and market representatives to discuss TPB's Marketing Plans and Programs for 2017.</p> <p><b>III. PURPOSE/OBJECTIVES</b></p> <p>The workshop/meeting aims to discuss tourism destinations, products, and emerging trends to meet the requirements of different source markets, while at the same encouraging dispersal of travel movement and the benefits of the tourism</p> |                      | <p>P 90,000.00</p> <p>P 350,000.00</p> |

|       |   |  |  |
|-------|---|--|--|
|       | <p>industry to the countryside destinations. The workshop will serve as a venue for product information, to evaluate the Philippines' competitiveness in terms of destinations and products, and to develop an innovative strategy for Philippine tourism. Furthermore, the meeting will also cover the 2017 Marketing Plans and Programs of TPB and all administrative issues and concerns.</p> <p><b>IV. MINIMUM REQUIREMENTS FOR SUPPLIERS</b></p> <ol style="list-style-type: none"> <li>a. Must be DOT-accredited.</li> <li>b. Willing to provide services in "send-bill" arrangement.</li> <li>c. Flexible and could adjust immediately to urgent requirements without additional cost to the client;</li> <li>d. Within 2 kilometers from the Tourism Promotions Board (TPB) office in order to save travel time of the TPB personnel.</li> </ol> <p><b>V. SCOPE OF WORK/DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>1. Can provide 13 rooms (single occupancy) on 08-09 December 2016 with breakfast.</li> <li>2. Can provide a function room that could accommodate 100 pax on 08 December 2016 for the 2016 Marketing Workshop.</li> <li>3. Provision of AM, PM, lunch and dinner (buffet).</li> </ol> <p>Note: Cost of items in quotation should be broken down. Price quoted should be adjusted, should there be sponsorship for some of the package components. The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.</p> |  |  |
| Terms | 30 days upon receipt of invoice   |  |  |
| ABC   | Php 440,000.00 inclusive of all applicable taxes  |  |  |

Please submit your quotation and legal documents not later than **07 December 2016**, 10:00 a.m. in thru email at [pgsd@tpb.gov.ph](mailto:pgsd@tpb.gov.ph) or thru fax no.: 526-5971, 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.

(sgd.)

**REMIGIO PAGADUAN**

Officer – In – Charge

Procurement and General Services Division

Contact Person

MARIA SALVE CATRIONA U. PONTING

Contact No

525-93-18 loc 214

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