

REQUEST FOR QUOTATION

14 December 2016

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

Quotation No. TPB-PR.2016.12.686

Requirements : Meeting Venue, Accommodation, Food and Beverages
Project Title : Conduct of TPB Strategic Planning Workshop
27-28 December 2016

Quantity	Particulars	Estimated Unit Price	Total Amount
Lot 1	<p>Meeting Venue, Accommodation, Food and Beverages</p> <p>Tourism Promotions Board (TPB) will be staging its year-end Strategic Planning Workshop for its Management Committee (MANCOM) members on 27-28 December 2016 in preparation for 2017 Balance Scorecard, Corporate Quality Objectives, and Work Program Targets.</p> <p>This project requires the engagement of a Manila-based hotel for the provision of Food/Meals and Venue as well as accommodation during the conduct of the TPB Strategic Planning Workshop</p> <p>Details/Requirements: Date : 27- 28 December 2016 Time : 8:00am – 6:00pm No. of Pax : 25-30pax Venue : Engagement of Manila based-hotel</p> <p>REQUIREMENTS AND CONDITIONS:</p> <ol style="list-style-type: none"> 1. Existing Credit Line with TPB and must be DOT Accredited 2. Distance: at least 1 kilometer away TPB Office 3. Food/Meal for the Workshop <ol style="list-style-type: none"> a. AM & PM Snacks inclusive of one round of soft drinks or iced tea b. Buffet Lunch inclusive of one round of soft drinks or iced tea and ice for beverage c. Set Dinner inclusive of one round of soft drinks or iced tea and ice for beverage d. Flowing coffee/tea for the participants while the event is on-going e. Can accommodate special diet (for 	Php 210,000.00	Php 210,000.00

	<p>participants with special needs: vegetarians, diabetics, or people with allergies)</p> <p>f. Drinking water shall be provided for the participants</p> <p>g. Food served shall be fresh, hot and ready at least 30 minutes before each meal.</p> <p>4. Room Requirement</p> <p>a. Maximum room requirement (4 rooms):</p> <ul style="list-style-type: none"> • 2 single/double room • 1 twin room for Secretariat <p>b. Inclusive of one buffet breakfast for single occupancy and two breakfast for twin occupancy</p> <p>c. Superior Room - minimum category for all rooms</p> <p>d. Bottle mineral water</p> <p>e. Coffee and tea making facilities</p> <p>f. Wifi access per room</p> <p>5. Arrangement Set-Up</p> <p>a. All dinnerware and glassware necessary for the event</p> <p>b. Waiters/Service Personnel clad in clean uniforms</p> <p>c. Buffet Table with setting</p> <p>d. Clean linens with motif as specified/required for the event</p> <p>e. Chairs and tables during workshop</p> <p>f. Round-table set-up during lunch and dinner</p> <p>g. Set-up ready one hour before the start of the session in the morning</p> <p>6. Venue</p> <p>Provision of other facilities/services free of charge, as follows:</p> <ul style="list-style-type: none"> • Conference set-up good for 30 pax • Lobby and Function Room signages • Registration table with telephone • Microphones with stand (at least 3) • Existing Light and Sound System • Whiteboard with marker and eraser • Flipcharts with permanent markers (2 sets) • LCD Projector Screens (at least 2) • Rostrum • Wifi access in the meeting room • <p>Other Requirements</p> <p>Any other arrangements that may be mutually agreed upon by the TPB and the service provider.</p>		
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Terms	30 days upon receipt of invoice		
Delivery	Before December 27, 2016		
ABC	Php 210,000.00 inclusive of all taxes		

Please submit your legal documents and quotations not later than 10:00 a.m., 19 December 2016, 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.

(original signed)

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