

27 April 2018

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2018-04-249

Requirements: FOOD & BEVERAGE REQUIREMENTS FOR THE ISO 9001:2015 MANAGEMENT REVIEW

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p>PROJECT:</p> <p>The Tourism Promotions Board (TPB) is conducting its first Management Review as a requirement of the Corporation's application for the transition of its existing certification with ISO 9001:2008 to version 2015.</p> <p>NO. OF DAY/S: One (1)</p> <p>NO. OF PARTICIPANTS: 50 pax</p> <p>OBJECTIVES:</p> <p>This project requires the engagement of a competent and experienced service provider to handle the Catering Services requirements for the "ISO 9001:2015 Management Review" scheduled on 04 May 2018.</p> <p>SPECIFICATIONS:</p> <ol style="list-style-type: none"> 1. With existing Credit Line with TPB 2. Food/Meal for the Workshop <ul style="list-style-type: none"> • AM & PM Snacks inclusive of one round of soft drinks or iced tea (Preferred AM & PM Snacks: Sandwiches or Pasta) • Buffet Lunch inclusive of one round of soft drinks or iced tea and ice for beverage (minimum of 4 kinds of main course) • Flowing brewed coffee/tea for the participants while the event is on-going • Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies) • Drinking water shall be provided for the participants • Food served shall be fresh, hot and ready at least 30 minutes before each meal • Minimum guarantee of 50 pax 	Php 700.00	Php 35,000.00

	<p>3. Arrangement Set-Up</p> <ul style="list-style-type: none"> • All dinnerware and glassware necessary for the event • Waiters/Service Personnel clad in clean uniforms • Buffet Table with setting Clean linens • Set-up ready one hour before the start of the event <p>4. Other Concerns</p> <ul style="list-style-type: none"> • Provide cost per head in case of additional person • Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations • Willing to provide services on “send-bill” arrangement • Any other arrangements that may be mutually agreed upon by the TPB and the service provider 		
Terms	30 days upon receipt of invoice		
ABC	Php 35,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **02 May 2018**, 10:00 a.m. thru email address pgsd@tpb.gov.ph cc: joker_villar@tpb.gov.ph, 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)

EMMANUEL A. ZARATE

Officer-in-Charge

Procurement and General Services Division

Contact Person: JOSEPH T. VILLAR
Contact No.: 525-93-18 loc 246

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

Kindly submit the following documents for eligibility:

- a. PhilGEPS Membership/Certificate
- b. Mayor’s Permit /Business Permit (valid)
- c. Business/Income Tax Return
- d. Notarized Omnibus Sworn Statement (Annex A)