

Request for Quotation

18 May 2018

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

Quotation No. **TPB-RFQ 2018-05-305**

PR NO. 4.071

Requirements: **Catering Services**

Project Title: **"TPB ISO 9001:2015 External Audit"**

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
55 pax	<p>Meals and Beverage for 2 days on TPB ISO 9001:2015 on 05-06 June 2018</p> <p>Specifications:</p> <ol style="list-style-type: none"> Existing Credit Line with TPB Food/M meal for the Meeting <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 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 55 pax per day Arrange Set-Up <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 	Php700.00	Php77,000.00

	linens - Set-up ready one hour before the start of the event 4. <i>Other concerns</i> - Actual number of pax is subject to be confirmed One (1) week before the event - Provide cost per head in case of additional person - Any other arrangements that may be mutually agreed upon by the TPB and the service provider		
Terms	30 days upon receipt of invoice		
Delivery	15 days after received P.O		
ABC	Php77,000.00 inclusive of all applicable taxes		

The last day for submission of **quotation** is not later than 3:00 p.m on **23 May 2018**, email at farhan_ambiong@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.


EMMANUEL A. ZARATE

Officer – In – Charge

Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**

Contact No 525-9318 loc 208

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

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

1. SEC/DTI Registration Certificates
2. Mayor's Permit/License (Valid and current)
3. Income/Business Tax Return
4. Company Profile/Reference
5. PhilGEPS Certificate/Membership