

20 July 2018

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2018.07.394

Requirements : Meeting Venue, Food & Beverage, and Accommodation
Project Title : 2nd Regional Travel Fair – Tara na Pasyal Bayan, Davao

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(Php)
1 lot	<p>2nd Regional Travel Fair, Davao – Tara na Pasyal Bayan</p> <p>VENUE: 4-Star Hotel /Deluxe Resort Within 6km from Davao International Airport DOT-Accredited Hotel</p> <p>I. ACCOMMODATION REQUIREMENTS WITH BREAKFAST</p> <p>A. Secretariat 15-20 August 2018/5N One (1) Single Deluxe room Two (2) Twin Deluxe with adjacent room</p> <p>16-20 August 2018/4N Six (6) Twin Deluxe rooms</p> <p>B. DOT Regions 15-20 August 2018/5N 1 Twin Deluxe room</p> <p>16-20 August 2018/4N 9 Twin Deluxe rooms</p> <p>C. Buyer and Sellers 16-19 August 2018/3N 28 Twin Deluxe rooms</p> <p><i>Provision for plated breakfast or lunch for 50pax with coffee and juice</i></p>	900,000.00	900,000.00

	<p>II. MEETING VENUE AND FOOD AND BEVERAGE</p> <p>16 August 2018</p> <p>A. B2B Networking (100pax) Class room Set-up 30 tables with 4 chairs per table</p> <p>Pica-pica Flowing coffee with cookies/pastries and peanuts</p> <p>B. Welcome Dinner (100-150 pax) Complimentary use of function hall Standard Banquet set-up Free flowing coffee Complimentary use of projector and screen, sound system and microphones Lectern Complimentary 1 round of juice or Soda</p> <p>17 August 2018</p> <p>A. Forum Banquet Set-up (100pax) Audio and Visual Equipment</p> <ol style="list-style-type: none"> a. Mixing console b. DVD player c. Microphones (wired / wireless) d. Mobile projector screen (10.5 x 14ft screen) e. Podium with gooseneck microphone <p>Stage Panels (4x8ft per panel), Banquet Chairs with seat covers, IBM Tables with linens, Red Carpet</p> <p>Event Services and Banquet Team on standby to assist during set up and event proper</p> <p>Centralized air con during the event proper</p> <p>Registration table outside the function room</p> <p>B. Buffet Lunch and Cocktails (100pax) One round of softdrinks or iced tea Table centerpieces Full waiter service</p> <p>Menu selection for the Welcome Dinner on 16 July and Buffet Lunch and Cocktails on 17 July 2018 to be submitted for approval of TPB.</p> <p>Please see attached Terms of Reference for details.</p>		
--	---	--	--

Terms	30 days upon receipt of invoice
Delivery	As stated
ABC	Php900,000.00 inclusive of service charge and all applicable taxes

Please submit your **quotation and legal documents in a sealed envelope** not later than **30 July 2018, 12:00PM**, 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

JANET G. VILLAFRANCA

Contact No

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. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile