

Request for Quotation

11 February 2019

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

Quotation No. TPB-PR.2019.02.101

PR 1.120 / 21/22/2019

Requirements : SERVICES OF FOOD AND BEVERAGE/CATERER AT SMX CONVENTION CENTER

Project Title : FRANCHISE ASIA PHILIPPINES

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>CATERER/SERVICES OF FOOD AND BEVERAGE</p> <p>TPB will host dinner for One Hundred (100) pax on 29 March 2019 at 7:00-10:00PM with the following specifications:</p> <ol style="list-style-type: none"> 1. Food and Beverage catering for 100 guests 2. Must be accredited by SMX Convention Center 3. The supplier should submit three (3) menu options to TPB 3. Menu selections- based on the theme (Fiesta Night) 4. Water stations/flowing coffee or tea 5. Must be accredited by SMX Convention Center 6. Menu selections- based on the theme (Fiesta Night) 7. Complete set-up of buffet stations to match the theme of the dinner reception 8. Dressed cocktail tables/chairs to match the theme of the reception 	P200,000.00	P200,000.00

	<p>9. Uniformed and well-trained waiters/service personnel and can converse in English</p> <p>10. Set-up should be ready an hour before the start of the event and food to be served shall be fresh and warm</p> <p>11. Can accommodate guests with dietary restrictions: vegetarians, diabetics, people with allergies, etc..</p> <p>12. All dinnerware and glassware should be uniform in design and appearance</p> <p>ELIGIBILITY REQUIREMENTS</p> <p>1. Must be Filipino owned, operated and legally registered establishment under Philippine laws</p> <p>2. Must have a minimum of five (5)-years experience in the hotel / food and beverage business</p> <p>3. Preferably have worked with the Department of tourism (DOT) / Tourism Promotions Board (TPB) in one of the DOT/TPB-organized events in the past five (5) years</p> <p>4. Must have provided services for government institutions for international and local events/functions</p> <p>5. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)</p> <p>6. Must have established a good reputation in the food and beverage industry</p> <p>7. Willing to provide services on "send-bill" arrangement to TPB</p>		
Terms	30 days upon receipt of invoice		
ABC	Php200,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **18 FEBRUARY 2019** thru email at soc_torres@tpb.gov.ph or thru fax no. 02 526-5971, 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.

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

525-93-18 loc. 246

soc_torres@tpb.gov.ph

Note: All entries must be typewritten in your company letterhead.

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 Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement
7. Income Tax Return