

### Request for Quotation

13 February 2019

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

**Quotation No. TPB-PR.2019.02.109**

PR No. 2.047 / Jan. 29, 2019

**Requirements : VENUE RENTAL AND CATERING SERVICES**

**Project Title : PROCUREMENT AND PLANNING WORKSHOP**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p><b>VENUE RENTAL AND CATERING SERVICES</b></p> <p>To provide venue with catering service for the following:</p> <ul style="list-style-type: none"> <li>• Event: Procurement Planning Workshop</li> <li>• Date: 04-05 March 2019</li> <li style="padding-left: 20px;">07-08 March 2019</li> <li style="padding-left: 20px;">11-12 March 2019</li> <li style="padding-left: 20px;">18-19 March 2019</li> <li>• Time: 8:00 am- 5:00 pm</li> <li>• No. of Participants : 35 per batch</li> </ul> <p>Specifications</p> <ol style="list-style-type: none"> <li>1. Classroom type to accommodate 35 pax</li> <li>2. Minimum guarantee 20 pax. Actual number of participants for confirmation 1week before the event</li> <li>3. Provision of AM and PM Snack, buffet lunch and free flowing coffee, tea, candies and mints</li> <li>4. With spacious function room</li> <li>5. Provision of table for secretariat and</li> </ol>	<p></p> <p>P2,800.00</p> <p>P2,800.00</p> <p>P2,800.00</p> <p>P2,800.00</p>	<p></p> <p>P98,000.00</p> <p>P98,000.00</p> <p>P98,000.00</p> <p>P98,000.00</p>

	<p>resource speaker</p> <p>6. Provision of 1 unit LCD projector, wide screen and PA system with microphones</p> <p>7. Provision of whiteboard, flipchart, marker, eraser, pads and pencils or pens</p> <p>8. Provision of complimentary Wi-Fi/Internet connection</p> <p>9. Provision of complimentary parking slots</p> <p>10. Within 3.5 km from TPB</p> <p>Eligibility Requirements:</p> <p>1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;</p> <p>2. Must be DOT accredited establishment</p> <p>3. Must have experience in holding/staging social events and functions.</p> <p>4. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)</p> <p>Contract of Service/Financial Proposal</p> <p>The financial proposal should cover the following expenditures:</p> <p>1. Venue Rental</p> <p>2. Catering services</p> <p>Approved Budget for the Contract (ABC)</p> <p>Approved budget for the contract is Php 392,000.00 inclusive of all applicable taxes.</p> <p>Mode of Payment</p> <p>Full payment upon completion of the activity</p>		
Terms	30 days upon receipt of invoice		
ABC	<b>Php392,000.00</b> 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](mailto: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