

Request for Quotation

21 February 2019

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

Quotation No. TPB-PR.2019.02.139

PR No. 2.095 / 1/15/2019

Requirements : CATERING SERVICES

Project Title : MARCH 2019 TPB TOWN HALL MEETING

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>CATERING SERVICES FOR MARCH 2019 TPB MONTHLY TOWN HALL MEETINGS</p> <p>TERMS OF REFERENCE</p> <p>I. Objective:</p> <p>To provide themed catering service with provision of birthday cakes for the birthday celebrants for May and November Town Hall Meeting.</p> <ul style="list-style-type: none"> • Event : TPB March Town Hall Meeting • Date : 01 March 2019 • Time : 11:00 am • No. of Participants: 211 pax • No. of Birthday Cake: 26 pcs. • No. of Large Cake: 1 pc. <p>II. Budget: P500.00/head/net of taxes – for the food and beverage P500.00/birthday celebrant – for individual birthday cake February Birth Day – 16 March Birth Day – 10</p>	Php113,500.00	Php113,500.00

	<p>III. Specifications</p> <ol style="list-style-type: none"> 1. Provision of buffet lunch with drinks for 211 pax inspired the theme specified for the month. 2. Can Accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food) 3. Food served shall be fresh, hot and ready at least 30 minutes before the event 4. Provision of drinking water 5. Provision of birthday cakes for the individual birthday celebrants indicated above (8" round or 8x8"/8x12" square, preferably goldilocks, red ribbon or max's cakes) 6. Provision of one large birthday cake (12" round or 12x12" square cake) 7. Provision of dressed tables and chairs for 211 pax 8. Provision of two way buffet tables 9. Provision of Waiters/Service Personnel clad in clean uniforms 10. Set-up ready one hour before the start of event <p>IV. Eligibility Requirements:</p> <ol style="list-style-type: none"> 1. Must be Filipino owned, operated and legally registered events venue under Philippine laws; 2. Must have experience in holding/staging social events and functions 3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS) <p>VI. Contract of Service/Financial Proposal</p> <p>The financial proposal should cover the following expenditures:</p> <ol style="list-style-type: none"> 1. Catering services 		
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	VII. Approved Budget for the Contract (ABC) Approved budget for the contract is Php113,500.00 inclusive of all applicable taxes. VII. Mode of Payment Send bill arrangement		
Terms	30 days upon receipt of invoice		
ABC	Php113,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **27 February 2019, 10:00 A.M** 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. 260
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

TOURISM PROMOTIONS BOARD PHILIPPINES

4F, Legaspi Towers 300, Roxas Blvd., corner P. Ocampo St., Malate, Manila 1004 Philippines
Tel: +63 2 525.9318 to 27 • Fax: +63 2 521.6165 / 525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

