

Request for Quotation

07 March 2019

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

Quotation No. TPB-PR.2019.03.196

PR No. 2.125 / Feb. 18, 2019

Requirements : LEASE OF VENUE AND CATERING SERVICES

Project Title : LAUNCHING OF SUSTAINABLE TOURISM AWARD

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>LEASE OF VENUE AND CATERING SERVICES</p> <p>SCOPE OF WORK/DELIVERABLES</p> <p>SPECIFICATION:</p> <p>A) Venue for Dinner near the vicinity Clark City, Pampanga</p> <ul style="list-style-type: none"> • Date : 07 April 2019 • Duration 7:00p.m. to 9:00p.m. <p>PARTICULARS:</p> <p>Buffet Dinner good for 100 persons</p> <ul style="list-style-type: none"> • One round of softdrinks or iced tea • Overflowing coffee • Full waiters service • Menu to be approved by the TPB Secretariat <p>1. Audio and Visual Equipment</p> <ol style="list-style-type: none"> Mixing console DVD player Microphones (wired I wireless) Mobile projector screen (10.5 x 14ft screen) Podium with gooseneck microphone 	P410,000.00	P410,000.00

	<p>2. Event Services and Banquet Team on standby to assist during set up and event proper</p> <p>3. Banquet Chairs with seat covers with linens, Red Carpet</p> <p>4. Centralized air con during the event proper</p> <p>5. Registration table outside the function room</p> <p>SPECIFICATION:</p> <p>B) Provide Cocktail for 100 pax Date: April 6, 2019 Opening Ceremony Duration: 09:30am at the SM Activity Center SM Clark, Pampanga Accredited caterer/provider of SM Clark, Pampanga</p> <p>PARTICULARS: 10 units cocktail tables F & B cocktail with drinks Menu to be approved by the secretariat</p> <p>SPECIFICATION:</p> <p>C) Provide Cocktail for 100 pax Date: April 7, 2019 Opening Ceremony Duration: 3:00 pm at the SM Activity Center SM Clark, Pampanga Accredited caterer/provider of SM Clark, Pampanga</p> <p>PARTICULARS: 10 units cocktail tables F & B cocktail with drinks Menu to be approved by the secretariat</p> <p>ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations. <p>SPECIAL/ADDITIONAL REQUIREMENTS Provider must be:</p> <ul style="list-style-type: none"> • Willing to provide services on "send-bill" arrangement • Philgeps Accreditation Paper • Must have a minimum of 5 years' experience in servicing events and exhibitors requirements <p>INVITATION TO SUPPLIERS The winning bidders shall be determined in accordance with the process of R.A. 9184 and</p>		
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	<p>it's Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB} or Single Rated Bids per lot provided that it does not exceed the ABC per lot.</p> <p>PROJECT OFFICERS/CONTACT PERSONS MICHELLE ALCANTARA Domestic Promotions Department Email address: michelle_alcantara@tpb.gov.ph Tel. No: 525-1255 525-9318 local 268</p>		
Terms	30 days upon receipt of invoice		
ABC	Php410,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **13 MARCH 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