

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.2019.03.200

PR No. 3.048 / Feb. 27, 2019

Requirements: VENUE RENTAL, ACCOMMODATION & CATERING SERVICES

Project Title : NORMS AND WORK ETHICS OF GOVERNMENT PERSONNEL WORKSHOPS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>VENUE RENTAL, ACCOMMODTION AND CATERING SERVICES</p> <p>To provide venue with accommodation and catering service for the Seminar Workshops on the Norms and Work Ethics of Government Personnel of TPB.</p> <ul style="list-style-type: none"> • Event: Seminar Workshops on the Norms and Work Ethics of Government Personnel of TPB • Date: Batch 1 25-26 March 2019 Batch 2 28-29 March 2019 Batch 3 1-2 April 2019 Batch 4 4-5 April 2019 • Time: 9:00 am- 6:00 pm • No. of Participants : Guaranteed 25 participants maximum 45 participants to be confirmed 1 week before the event. <p>Specifications</p> <ol style="list-style-type: none"> 1. Round Table set up to accommodate 25-45 pax 2. Provision of 3 twin sharing rooms for 4 nights based on the above schedule 	<p>P141,000.00</p> <p>P141,000.00</p> <p>P141,000.00</p> <p>P141,000.00</p>	<p>P141,000.00</p> <p>P141,000.00</p> <p>P141,000.00</p> <p>P141,000.00</p>

	<p>3. Provision of 1 registration table for secretariat and 1 registration table for the facilitator</p> <p>4. Provision of AM and PM Snacks, buffet lunch with 1 round of drink, and free flowing coffee, tea, candies and mints</p> <p>5. Provision of 1 unit LCD Projector, wide screen and PA system with 4 microphones</p> <p>6. Provision of Whiteboard, flipchart, marker, eraser, pads and pencils or pens</p> <p>7. Provision of complimentary Wi-Fi/Internet connection</p> <p>8. Provision of complimentary parking slots</p> <p>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 be DOT accredited establishment 3. Must have experience in holding/staging social events and functions for international conferences, meeting, congress, et, al; 4. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS) <p>Contract of Service/Financial Proposal</p> <p>The financial proposal should cover the following expenditures:</p> <ol style="list-style-type: none"> 1. Venue Rental 2. Catering services 3. Accommodation <p>Approved Budget for the Contract (ABC)</p> <p>Approved budget for the contract is Php 564,000.00 inclusive of all applicable taxes.</p> <p>Mode of Payment</p> <p>Full payment upon completion of the training</p>		
Terms	30 days upon receipt of invoice		
ABC	Php564,000.00 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