

### Request for Quotation

14 March 2019

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

**Quotation No. TPB-PR.2019.03.224**

PR No. 3.107 / March 7, 2019

**Requirements : VENUE RENTAL and FOOD AND BEVERAGE**

**Project Title : MITE – GENERAL ASSEMBLY**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>VENUE RENTAL and FOOD AND BEVERAGE TPB is in need of a venue with food and beverage services for the General Assembly and Election of Officer of MITE.</p> <p>SPECIFICATIONS: Date of Event: 28 March 2019 Venue: Private Room in a Restaurant   Meeting Room at Hotel Location: Pasay City, Paranaque City, BGC, Makati City No. of Pax: 60 pax Set up: Boardroom Set up   Round Table Food &amp; Beverage: Lunch Service (Full Course)- Buffet / Family Style Others Services: Complimentary use of LCD Screen and Projector   LED TV Registration Table   Coffee and Tea service   other applicable services for a meeting</p> <p>APPROVED BUDGET: ONE HUNDRED TWENTY THOUSAND PESOS (Php 120,000.00) to cover all applicable taxes. TERMS OF PAYMENT:</p>	P2,000.00	P120,000.00

	Send Bill Arrangement. Full payment thirty (30) days upon receipt of billing.		
Terms	30 days upon receipt of invoice		
ABC	<b>Php 120,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **20 MARCH 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

**TOURISM PROMOTIONS BOARD PHILIPPINES**

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