

## Request for Quotation

18 March 2019

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

**Quotation No. TPB-PR.2019.03.243**

PR No. 3.118 / Feb. 15, 2019

**Requirements : COCKTAIL AND DINNER SERVICES**

**Project Title : MANILA IMPROV FESTIVAL**

| Quantity | Particulars   | Estimated Unit Price | Estimated Total Amount |
|----------|---|----------------------|------------------------|
| LOT      | <p>FOOD AND BEVERAGES<br/>COCKTAIL ON MARCH 27, 2019<br/>DINNER ON MARCH 31, 2019</p> <p>Project Title: MANILA IMPROV FESTIVAL<br/>Destination: PETA Theater Center, New Manila<br/>Quezon City<br/>Number of Guests: 200 pax- Cocktails on 27 March 2019 / 200 pax- Dinner on 31 March 2019</p> <p>Scope of Work / Deliverables</p> <p>Food &amp; Beverage Requirements:</p> <ul style="list-style-type: none"> <li>• Cocktails <ul style="list-style-type: none"> <li>o The F&amp;B cocktails package can accommodate up to 200 pax, inclusive of open bar</li> <li>o The menu should showcase three savory snacks and three sweet snacks</li> <li>o The dishes and drinks will be served by waiters cocktail style, with a supplemental small buffet area</li> </ul> </li> </ul> | P400,000.00          | P400,000.00            |

|       |  |  |  |
|-------|--|--|--|
|       | <ul style="list-style-type: none"> <li>•Dinner               <ul style="list-style-type: none"> <li>o The F&amp;B dinner package can accommodate up to 200 pax, inclusive of free flowing beverages (soda, juices, coffee and tea)</li> <li>o The menu should include but is not limited to the following: soup, salad, 4-5 main course dishes, and desserts</li> <li>o The dishes will be served buffet style</li> </ul> </li> <li>•Provide the necessary amount of manpower (e.g. food servers, and wait staff) for the number of pax expected</li> <li>• Provide necessary tables, chairs and buffet set up</li> </ul> <p>Must be a member of DOT recognized organizations, if possible</p> <ul style="list-style-type: none"> <li>• Must be duly registered with the Philippine Government Electronic Procurement System (PhiiGEPS)</li> <li>•Must have handled at least three (3) government projects/events</li> <li>•Must have at least five (5) staff/employees duly registered with SSS and/or Department of Labor</li> </ul> <p>Send bill to the Tourism Promotions Board after the completion of services<br/>30-days upon receipt of invoice</p> <p>The winning bid shall be selected, not solely based on the amount of bid and eligibility requirements, but the capability to provide the required services. The amount of bid should not exceed the above total budget.</p> <p>Bid price ceiling is Php400,000.00 inclusive of all applicable taxes.</p> <p>For particulars, please contact Joy Casiano and Nica Tolentino at telephone number {02) 525-9318 local 232/228 or email at <a href="mailto:joy_casiano@tpb.gov.ph">joy_casiano@tpb.gov.ph</a> and <a href="mailto:nica_tolentino@tpb.gov.ph">nica_tolentino@tpb.gov.ph</a></p> |  |  |
| Terms | 30 days upon receipt of invoice  |  |  |
| ABC   | <b>Php 400,000.00</b> inclusive of all applicable taxes  |  |  |

Please submit your quotation and legal documents not later than **22 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