

Request for Quotation

22 March 2019

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

Quotation No. TPB-PR.2019.03.264

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	LEASE OF VENUE AND CATERING SERVICES	P410,000.00	P410,000.00
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 **28 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

LEASE OF VENUE WITH CATERING SERVICES
SUSTAINABLE COMMUNITY BASED TOURISM RECOGNITION
07 April 2019, Clark, Pampanga

TECHNICAL SPECIFICATION

I. BACKGROUND

The Tourism Promotions Board (TPB) will be having the Sustainable Community Based Tourism Recognition on 07 April 2019 with the following objectives:

- Identify good practices in community based tourism destinations
- Prepare and recommend new product offerings to be showcased in different consumer promotions, travel and trade shows domestically and internationally
- Assist in establishing a clearer understanding of the community based tourism products and services offered to tourists

<u>LOT # 1</u>	LEASE OF VENUE WITH CATERING SERVICES	ABC Php 410,000.00
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SCOPE OF WORK/DELIVERABLES:

SPECIFICATION	PARTICULARS
<ul style="list-style-type: none"> • Venue for Lunch and Presentation • Date : 07 April 2019 • Duration: 11:30 am to 3:00 pm 	<p>Buffet Lunch good for 100 persons (75 pax minimum guarantee)</p> <ul style="list-style-type: none"> • Bottomless iced tea • Overflowing coffee • Full waiters service • Menu to be approved by the TPB Secretariat <ol style="list-style-type: none"> 1. Event Services and Banquet Team on standby to assist during set up and event proper 2. Banquet Chairs with seat covers with linens 3. Centralized air con during the event proper 4. Registration table outside the function room 5. LED wall for the presentation <p>*Venue preferably along Manuel Roxas Highway, Ninoy Aquino Avenue, Clark Freeport Zone, Pampanga</p>

II. ELIGIBILITY REQUIREMENTS

- Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

III. SPECIAL/ADDITIONAL REQUIREMENTS

Provider must be:

- 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

III. INVITATION TO SUPPLIERS

The winning bidders shall be determined in accordance with the process of R.A. 9184 and its 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.

IV. PROJECT OFFICERS/CONTACT PERSONS

EDESSA JOY L. DELEGIRO
Domestic Promotions Department
Email address: edessa_delegiro@tpb.gov.ph
Tel. No: +63 2 5259318 to 27 loc 268 / 5251255