

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.2019.03.269

PR No. 3.094 / March 5, 2019

Requirements : FOOD AND BEVERAGE

Project Title :POST MICECON FOCUSED EDUCATIONAL SEMINAR AT CITY OF BACOLOD

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>FOOD AND BEVERAGE/CATERING SERVICES</p> <p>Requirement FOOD AND BEVERAGES Project Title POST-MICECON FOCUSED EDUCATIONAL SEMINAR Destination BACOLOD CITY Date 10 APRIL 2019 Number of Guests: 30 pax- Dinner on 10 April 2019</p> <p>Scope of Work / Deliverables Food & Beverage Requirements:</p> <ul style="list-style-type: none"> • Dinner <ul style="list-style-type: none"> o The F&B dinner package can accommodate up to 200 pax, inclusive of free flowing beverages (soda, juices, coffee and tea) o The menu should include but is not limited to the following: soup, salad, 4-5 main course dishes, and desserts o The dishes will be served buffet style • Provide the necessary amount of manpower (e.g. food servers, and wait staff) for the number of pax expected 	P50,000.00	P50,000.00

	<ul style="list-style-type: none"> • Provide necessary tables, chairs and buffet set up • The approved menu will be subjected to a food tasting for the client and representatives • Must be a member of DOT recognized organizations, if possible • Must be duly registered with the Philippine Government Electronic Procurement System (PhiiGEPS) • Must have handled at least three (3) government projects/events • Must have at least five (5) staff/employees duly registered with SSS and/or Department of Labor <p>Technical Eligibility Company Profile</p> <ul style="list-style-type: none"> • PhiiGEPS certificate of accreditation • Valid DOT certificate of accreditation • Certificate of registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) <p>Business Name</p> <ul style="list-style-type: none"> • Valid and current Mayor's permit/municipal license • List of the last three (3) government projects/events <p>Approved Budget PHP50,000.00 inclusive of all applicable taxes</p> <p>Payment Terms</p> <ul style="list-style-type: none"> • Send bill to the Tourism Promotions Board after the completion of services • 30-days upon receipt of invoice <p>Evaluation Procedure 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>		
Terms	30 days upon receipt of invoice		
ABC	Php 50,000.00 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 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

TERMS OF REFERENCE

Requirement	FOOD AND BEVERAGES
Project Title	POST-MICECON FOCUSED EDUCATIONAL SEMINAR
Date	10 APRIL 2019
Destination	BACOLOD CITY
Background	<p>The Post-MICECON Focused Educational Seminar is the second phase of the M.I.C.E. Conference 2018 held last 27-29 November 2018 in the City of Bacolod. This seminar aims to create opportunities for the Host Destination to understand and address the observed areas for improvement identified by the newly-created MICE Customer Advisory Council (CAC). These areas of improvement were based on MICE-CAC's own assessment and the accomplished evaluation forms submitted by the MICECON 2018 delegates.</p> <p>There will be a hosted dinner for the Speakers, Facilitators and Moderators on 10 April 2019, prior to the beginning of the educational seminar</p>
Number of Guests	30 pax – Dinner on 10 April 2019
Scope of Work / Deliverables	<p><u>Food & Beverage Requirements:</u></p> <ul style="list-style-type: none"> • Dinner <ul style="list-style-type: none"> ○ The F&B dinner package can accommodate up to 200 pax, inclusive of free flowing beverages (soda, juices, coffee and tea) ○ The menu should include but is not limited to the following: soup, salad, 4-5 main course dishes, and desserts ○ The dishes will be served buffet style • Provide the necessary amount of manpower (e.g. food servers, and wait staff) for the number of pax expected • Provide necessary tables, chairs and buffet set up • The approved menu will be subjected to a food tasting for the client and representatives
	<ul style="list-style-type: none"> • Must be a member of DOT recognized organizations, if possible • Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS) • Must have handled at least three (3) government projects/events • Must have at least five (5) staff/employees duly registered with SSS and/or Department of Labor

Technical Eligibility	<ul style="list-style-type: none"> • Company Profile • PhilGEPS certificate of accreditation • Valid DOT certificate of accreditation • Certificate of registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) Business Name • Valid and current Mayor's permit/municipal license • List of the last three (3) government projects/events
Approved Budget	PHP50,000.00 inclusive of all applicable taxes
Payment Terms	<ul style="list-style-type: none"> • Send bill to the Tourism Promotions Board after the completion of services • 30-days upon receipt of invoice
Evaluation Procedure	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>Bid price ceiling is Php50,000.00 inclusive of all applicable taxes.</p> <p>For particulars, please contact Jas Parra, Sherdoll Bayona and Nica Tolentino at telephone number (02) 525-9318 local 230/228 or email at jas_parra@tpb.gov.ph, sherdoll_bayona@tpb.gov.ph and nica_tolentino@tpb.gov.ph</p>	

TOURISM PROMOTIONS BOARD PHILIPPINES

4F, Legaspi Towers 300, Roxas Blvd., corner P. Ocampo St., Malate, Manila 1004 Philippines
Tel: +63 2 525.9318 to 27 • Fax: +63 2 521.6165 / 525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph



TOURISM PROMOTIONS BOARD PHILIPPINES

4F, Legaspi Towers 300, Roxas Blvd., corner P. Ocampo St., Malate, Manila 1004 Philippines
Tel: +63 2 525.9318 to 27 • Fax: +63 2 521.6165 / 525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph



TOURISM PROMOTIONS BOARD PHILIPPINES

4F, Legaspi Towers 300, Roxas Blvd., corner P. Ocampo St., Malate, Manila 1004 Philippines
Tel: +63 2 525.9318 to 27 • Fax: +63 2 521.6165 / 525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph



It's more fun in the
Philippines