

### Request for Quotation

12 April 2019

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

**Quotation No. TPB-PR.2019.04.343**

PR No. 4.050 / Mar. 25, 2019

**Requirements : VENUE RENTAL WITH CATERING SERVICES**

**Project Title : FACILITATION AND PRESENTATION SKILLS TRAINING**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>VENUE RENTAL WITH CATERING SERVICES</p> <p>Project Title : FACILITATION AND PRESENTATION SKILLS TRAINING</p> <p>Event: Facilitation and Presentation Skills Training Date: 27-29 May 2019 Time: 8:00am-5:00pm No. of Participant: 35</p> <p>Specifications</p> <ol style="list-style-type: none"> <li>1. Classroom type to accommodate 35 pax.</li> <li>2. Minimum guarantee 20 pax. Actual number of participants for confirmation 1 week before the event.</li> <li>3. Provision of AM and PM Snack, buffet lunch and free flowing coffee, tea, candies and mints</li> <li>4. With spacious function room</li> <li>5. Provision of 1unit LCD projector, wide screen and PA system with microphones</li> <li>6. Provision of whiteboard, flipchart, marker, eraser, pads and pencils or pens</li> <li>7. Provision of plug extension sockets per</li> </ol>	P147,000.00	P147,000.00

table.

8. Provision of complimentary Wi-Fi/Internet connection
9. Provision of complimentary parking slots
10. Within 3.5 km from TPB.

Eligibility Requirements:

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.
4. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

Contract of Service/Financial Proposal

The financial proposal should cover the following expenditures:

1. Venue Rental
2. Catering services

Approved Budget for the Contract (ABC)

Approved budget for the contract is Php 147,000.00 inclusive of all applicable taxes.

Mode of Payment

Send Bill arrangement.

**NOTE: DO NOT send your bid quotation with incomplete Legal Documents specially the Omnibus Sworn Statement.**

LEGAL DOCUMENTS:

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	30 days upon receipt of invoice		
ABC	<b>Php 147,000.00</b> inclusive of all applicable taxes		

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

8. SEC/DTI Registration Certificate
9. Mayor's Permit/License
10. BIR Registration / TIN
11. Company Profile/Reference
12. PhilGEPs Certificate
13. Omnibus Sworn Statement
14. Income Tax Return