

15 April 2019

## REQUEST FOR QUOTATION

Quotation No. TPB-RFQ 2019-04-351

Requirements : Venue with Food & Beverage, and Accommodation Requirements  
Project Title : Tourism Promotions Board Team Building 2019

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The Tourism Promotions Board, through its Bid and Award Committee (BAC), intends to lease a venue to provide the following requirements: Venue for the activities, Food & Beverage, and Accommodation requirements for the Tourism Promotions Board Team Building 2019.

The lease of venue will be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Law.

**The Forest Lodge, Baguio City** is invited to submit a **quotation/proposal in a sealed envelope** duly signed by your authorized representative not later than **22 April 2019, until 09:00am**, for the item described in the Technical Specifications, subject to the Terms and Conditions stated herewith. Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Mayor`s/Business Permit Certificate
2. Income/Business Tax Return Certificate
3. PhilGEPS Registration Certificate
4. Company Profile
5. Notarized Omnibus Sworn Statement

Please submit your quotation/proposal and eligibility documents to the Bids and Award Committee, Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila

For any clarification, you may contact the BAC Secretariat at telephone number 525-9318 loc. 208 or email at bac\_sec@tpb.gov.ph /farhan\_ambiong@tpb.gov.ph

Thank you very much.

  
**LEAH MARIE C. SY**  
Chairperson  
Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Requirements : Lease of Venue with Food and Beverage, and Accommodation  
 Project : Tourism Promotions Board Team Building 2019  
 Approved Budget for the Contract (ABC) : Php1, 650,000.00

**TECHNICAL SPECIFICATIONS**

	RATING FACTORS	STATEMENT OF COMPLIANCE		REMARKS
		Comply	Not Comply	
<b>I.</b>	<b>AVAILABILITY</b>			
	1. 25 to 27 April 2019			
	2. DOT Accredited Hotel within Baguio City that can accommodate 170 pax			
<b>II.</b>	<b>VENUE AND EVENT FACILITIES</b>			
	1. Function room set-up good for 170 pax from 8:00 am to 10:00 pm			
	2. Area with stage set up for the program / presentation on 25-26 April 2019			
	3. Open space for activity			
	4. Lobby and Function Room signage			
	5. Secretariat Table at the Function Room			
	6. Provision of 2 units LCD projector, LCD projector screens, rostrum, PA and sound system preferably with 5 Wireless microphone or 5 microphones with stand			
	7. Videoke Set-up			
<b>III.</b>	<b>FOOD AND BEVERAGE REQUIREMENTS</b>			
	1. AM and PM snacks, buffet lunch and dinner inclusive of one round of drinks (soft drinks, iced tea, etc.) and ice for beverage with free-flowing drinking water for the participants			
	2. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)			
	3. Buffet Table with setting and food to be served shall be fresh, hot and ready at least 30 minutes before each meal			
	4. Ten (10) chairs per roundtable set-up with dinnerware and glassware during breakfast, lunch and dinner			
	5. Waiters/Service personnel clad in clean uniforms			
	6. Clean linens per motif as specified/required for the event			
	7. Set-up ready one hour before the start of the activities			
<b>IV.</b>	<b>ACCOMMODATION</b>			
	1. Group facilitation check in and check out			
	2. Maximum room requirement: 44 rooms inclusive of breakfast with the following occupancy breakdown: <ul style="list-style-type: none"> <li>➤ Two (2) Single</li> <li>➤ Seven (7) Triple</li> </ul>			

	<p>➤ Thirty Five (35) Quadruple</p> <p><b>Note:</b> Provision of 3 rooms quadruple sharing on <b>24 April 2019</b> for the advance party All room requirements subject to confirmation 3 days prior to event proper</p>			
	3. With bottled mineral water and toiletry amenities, coffee and tea making facilities and WIFI access per room			
<b>V.</b>	<b>ACCOMMODATION</b>			
	1. Parking area to accommodate TPB vehicles and rented buses			
	2. Can provide Medical Assistance in case of emergency (Personnel)			
<b>I.</b>	<b>Availability</b>			
<b>II.</b>	<b>Venue &amp; Event Facilities</b>			
<b>III.</b>	<b>Food and Beverage Requirements</b>			
<b>IV.</b>	<b>Accommodation</b>			
<b>V.</b>	<b>Other Requirements</b>			
	<b>TOTAL</b>			

Offered Quotation: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name

