

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 Manor at Camp John Hay, 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	
I.	AVAILABILITY			
	1. 25 to 27 April 2019			
	2. DOT Accredited Hotel within Baguio City that can accommodate 170 pax			
II.	VENUE AND EVENT FACILITIES			
	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			
III.	FOOD AND BEVERAGE REQUIREMENTS			
	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			
IV.	ACCOMMODATION			
	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"> ➤ Two (2) Single ➤ Seven (7) Triple 			

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

Offered Quotation: _____

Signature over Printed Name

TABLE OF RATING FACTORS FOR LEASE OF VENUE

Requirements : LEASE OF VENUE (Venue with Food & Beverage, and Accommodation)

Project : TOURISM PROMOTIONS BOARD TEAM BUILDING 2019

ABC : PHP 1,650,000.00

		RATING FACTORS	WEIGHT (%)	RATING
I. Availability			100	
1.		25 to 27 April 2019	50	
2.		DOT Accredited Hotel within Baguio City that can accommodate 170 pax	50	
II. Venue and Event Facilities			100	
1.		Function room set-up good for 170 pax from 8:00 am to 10:00 pm	40	
2.		Area with stage set up for the program / presentation on 25-26 April 2019	10	
3.		Open space for activity	10	
4.		Lobby and Function Room signages	5	
5.		Secretariat Table at the Function Room	5	
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	25	
7.		Videoke Set-up	5	
III. Food and Beverage Requirements			100	
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	30	
2.		Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)	20	
3.		Buffet Table with setting and food to be served shall be fresh, hot and ready at least 30 minutes before each meal	10	
4.		Ten (10) chairs per roundtable set-up with dinnerware and glassware during breakfast, lunch and dinner	10	
5.		Waiters/Service personnel clad in clean uniforms	10	
6.		Clean linens per motif as specified/required for the event	10	
7.		Set-up ready one hour before the start of the activities	10	
IV. Accommodation			100	
1.		Group facilitation check in and check out	30	

	2.	Maximum room requirement: 44 rooms inclusive of breakfast with the following occupancy breakdown: - Two (2) Single - Seven (7) Triple - Thirty Five (35) Quadruple Note: Provision of 3 rooms quadruple sharing on 24 April 2019 for the advance party All room requirements subject to confirmation 3 days prior to event proper	50	
	3.	With bottled mineral water and toiletry amenities, coffee and tea making facilities and WIFI access per room	20	
	V. Other Requirements		100	
	1.	Parking area to accommodate TPB vehicles and rented buses	50	
	2.	Can provide Medical Assistance in case of emergency (Personnel)	50	
I.	Availability		25	
II.	Venue & Event Facilities		20	
III.	Food and Beverage Requirements		20	
IV.	Accommodation		25	
V.	Other Requirements		10	
	TOTAL			

***Passing Rate is 85%

BAC : _____

Signature : _____

Date : _____

Terms and Conditions:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotation exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The TPB shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. The TPB shall prefer send bill arrangements for payment. In lieu of send bill arrangement, advance payment of 50% of the total contract price may be made by the TPB upon confirmation of reservation, with the remaining balance to be paid after the event.
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The TPB shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. The Contract Agreement to be signed by the parties is subject to the 2016 Revised IRR of R.A. 9184.