

Request for Quotation

30 April 2019

2nd RFQ

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

Quotation No. TPB-PR.2019.04.377

PR No. 3.145 / Mar. 4, 2019

Requirements : VENUE RENTAL AND CATERING SERVICES

Project Title : Supervisory Development Course (SDC) Track 1

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>VENUE RENTAL AND CATERING SERVICES</p> <p>Event : Supervisory Development Course (SDC) Track 1 Date: 18-21June 2019 Time: 9:00am - 5:00pm No. of Participants: Guaranteed 20 participants maximum of 35 participants for confirmation 1 week prior to the event</p> <p>Specifications: 1. Round Table set up to accommodate 20 pax 2. Provision of 1 registration table for secretariat and 1 registration table for the facilitator 3. Provision of AM and PM Snacks, buffet lunch with 1 round of drink, and free flowing coffee, tea, candies and mints 4. Provision of 1unit LCD Projector, wide screen and PA system with 4 microphones 5. Provision of Whiteboard, flipchart, marker, eraser, pads and pencils or pens 6. Provision of complimentary Wi-Fi/Internet connection</p>	P196,000.00	P196,000.00

	<p>7. Provision of complimentary parking slots</p> <p>Contract of Service/Financial Proposal The financial proposal should cover the following expenditures:</p> <ol style="list-style-type: none"> 1. Venue Rental 2. Catering services <p>Approved Budget for the Contract (ABC) Approved budget for the contract is Php 196,000.00 inclusive of all applicable taxes.</p> <p>Mode of Payment</p> <p>Full payment upon completion of the training</p> <p>NOTE: DO NOT send your bid quotation with incomplete Legal Documents specially the Omnibus Sworn Statement.</p> <p>LEGAL DOCUMENTS:</p> <ol style="list-style-type: none"> 1. SEC/DTI Registration Certificate 2. Updated Mayor's Permit/License 3. BIR Registration / TIN 4. Company Profile/Reference 5. PhilGEPs Certificate 6. Notarized Omnibus Sworn Statement 7. Notarized Authority of Signatory <ol style="list-style-type: none"> a)Secretary's Certificate (if S.E.C) b)Special Power of Attorney (if DTI) 8. Income Tax Return 		
Terms	30 days upon receipt of invoice		
ABC	Php 196,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **07 May 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

Project:

VENUE RENTAL WITH CATERING SERVICES

Supervisory Development Course (SDC) Track 1

18-21 June 2019

TERMS OF REFERENCE

I. Objective:

To provide venue with catering service for the Supervisory Development Course (SDC) Track 1.

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|-----------------------|---|--------------------------------------------------------------------------------------------------|
| • Event | : | Supervisory Development Course (SDC) Track 1 |
| • Date | : | 18-21 June 2019 |
| • Time | : | 9:00 am – 5:00 pm |
| • No. of Participants | : | Guaranteed 20 participants maximum of 35 participants for confirmation 1 week prior to the event |

II. Specifications

1. Round Table set up to accommodate 20 pax
2. Provision of 1 registration table for secretariat and 1 registration table for the facilitator
3. Provision of AM and PM Snacks, buffet lunch with 1 round of drink, and free flowing coffee, tea, candles and mints
4. Provision of 1 unit LCD Projector, wide screen and PA system with 4 microphones
5. Provision of Whiteboard, flipchart, marker, eraser, pads and pencils or pens
6. Provision of complimentary Wi-Fi/Internet connection
7. Provision of complimentary parking slots

III. Eligibility Requirements:

1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;
2. Must have experience in holding/staging social events and functions for international conferences, meetings, congresses, et. al.;
3. Must be DOT accredited establishment;
4. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

IV. Contract of Service/Financial Proposal

The financial proposal should cover the following expenditures:

1. Venue Rental
2. Catering services

V. Approved Budget for the Contract (ABC)

Approved budget for the contract is Php 196,000.00 inclusive of all applicable taxes.

VI. Mode of Payment

Full payment upon completion of the training

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

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