

Request for Quotation

30 April 2019

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

Quotation No. TPB-PR.2019.04.379

PR No. 4.088 / Apr. 12, 2019/ S-127

Requirements : VENUE RENTAL, FOOD AND BEVERAGE

Project Title : PHILIPPINE INVESTMENT PROMOTION PLAN

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>VENUE RENTAL, FOOD AND BEVERAGE</p> <p>NO. OF PARTICIPANTS: 45-50 Persons DATE: May 16, 2019</p> <p>REQUIREMENTS AND CONDITIONS:</p> <ol style="list-style-type: none"> 1. Existing Credit Line with TPB and must be DOT Accredited 2. Distance: at least 1 kilometer away from TPB Office (preferably not higher than 4 star hotel located at the Bay Area) 3. Food/Meal for the Meeting <ol style="list-style-type: none"> a. Morning snacks inclusive of one round of soft drinks or iced tea (Preferred snacks: Sandwiches or Pasta) b. Buffet Lunch inclusive of one round of soft drinks or iced tea and ice for beverage (minimum of 4 kinds of main course) c. Flowing coffee/tea for the participants while the event is on-going d. Can accommodate special diet (for 	P75,000.00	P75,000.00

<p>participants with special needs: vegetarians, diabetics, or people with allergies)</p> <p>e. Drinking water shall be provided for the participants</p> <p>f. Food served shall be fresh, hot and ready at least 30 minutes before each meal.</p> <p>4. Arrangement Set-Up</p> <p>a. Designated banquet coordinator</p> <p>b. Set-up ready one hour before the start of the meeting</p> <p>5. Venue</p> <p>Provision of other facilities/services free of charge, as follows:</p> <ul style="list-style-type: none"> • LCD Projector and Screen • Lobby and Function Room signages • Registration table with telephone • Microphones (wireless; minimum 4 pieces) • Extension cords (minimum of 2 pieces) • Existing Light and Sound System • Pencils and pads • Mints and candies <p>6. Other Requirements</p> <p>Other arrangements that may be mutually agreed upon by the TPB and the service provider.</p> <p>APPROVED BUDGET FOR CONTRACT (ABC) Seventy Five Thousand Pesos (PHP 75,000.00) inclusive of all applicable taxes.</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 <p>a)Secretary's Certificate (if S.E.C)</p>		
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	b)Special Power of Attorney (if DTI) 8. Income Tax Return		
Terms	30 days upon receipt of invoice		
ABC	Php75,000.00 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

TERMS OF REFERENCE (TOR)

Procurement of Meeting Venue, Food and Beverage for the Regular Monthly Technical Working Group Meeting of Philippine Investment Promotion Plan

PROJECT:

The Tourism Promotions Board (TPB), as member of Philippine Investment Promotion Plan, will be hosting the regular monthly Technical Working Group (TWG) Meeting of PIPP this ~~30 April 2019~~ ^{16 May 2019} *Adv*.

PIPP is an aggrupation of nineteen (19) investment promotion agencies (IPA) across the country that promotes a unified Philippine branding in terms of investment promotions. A tradition of PIPP is to host its regular monthly meeting on a rotation basis in order to get updates and recent development from host-IPAs and at the same time, an opportunity to share best practices to other members.

OBJECTIVES:

This project requires the engagement of a Manila-based hotel for the provision of food/meals and venue during the PIPP TWG Regular Monthly Meeting.

NO. OF PARTICIPANTS: 45-50 Persons

REQUIREMENTS AND CONDITIONS:

1. Existing Credit Line with TPB and must be DOT Accredited
2. Distance: at least 1 kilometer away from TPB Office (preferably not higher than 4 star hotel located at the Bay Area)
3. Food/Meal for the Meeting
 - a. Morning snacks inclusive of one round of soft drinks or iced tea (Preferred snacks: Sandwiches or Pasta)
 - b. Buffet Lunch inclusive of one round of soft drinks or iced tea and ice for beverage (minimum of 4 kinds of main course)

- c. Flowing coffee/tea for the participants while the event is on-going
 - d. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)
 - e. Drinking water shall be provided for the participants
 - f. Food served shall be fresh, hot and ready at least 30 minutes before each meal.
4. Arrangement Set-Up
 - a. Designated banquet coordinator
 - b. Set-up ready one hour before the start of the meeting
 5. Venue
Provision of other facilities/services free of charge, as follows:
 - LCD Projector and Screen
 - Lobby and Function Room signages
 - Registration table with telephone
 - Microphones (wireless; minimum 4 pieces)
 - Extension cords (minimum of 2 pieces)
 - Existing Light and Sound System
 - Pencils and pads
 - Mints and candies
 6. Other Requirements
Other arrangements that may be mutually agreed upon by the TPB and the service provider.

APPROVED BUDGET FOR CONTRACT (ABC)

Seventy Five Thousand Pesos (PHP 75,000.00) inclusive of all applicable taxes.

For particulars, please contact the following:

MARIVIC M. SEVILLA

Telephone numbers: (02) 525-9318 to 27 local 270 or (02) 525-6443

Email address: mavic_sevilla@tpb.gov.ph

TOURISM PROMOTIONS BOARD PHILIPPINES

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