

Request for Quotation

07 May 2019

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

Quotation No. TPB-PR.2019.05.384

PR No. 5.019 / 4/11/2019

Requirements : CATERING SERVICES

Project Title : JUNE 2019 TPB TOWN HALL MEETING

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>CATERING SERVICES FOR JUNE 2019 TPB MONTHLY TOWN HALL MEETINGS</p> <p>TERMS OF REFERENCE</p> <ul style="list-style-type: none"> • Event: TPB June Town Hall Meeting • Date: 07 June 2019 • Time: 11:00 am • Venue: TPB Office • No. of Participants: 231 • Large Birthday Cake: 1 pc. • Individual Birthday Cake: 38 pcs. <p>Specifications:</p> <ol style="list-style-type: none"> 1. Provision of round tables, lunch set-up with drinks for 231 pax inspired the theme (Sweet Pea, Lily of the Valley and Rose) specified for the month of April, May and June. 2. Can Accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food) 3. Food served shall be fresh, hot and ready at least 30 minutes before the event 4. Provision of drinking water 	Php135,200.00	Php135,200.00

	<p>5. Provision of at least five (5) menu choices preferably Filipino cuisine.</p> <p>6. Provision of birthday cakes for the individual birthday celebrants indicated above (8" round or 8x8"/8x12" square, preferably Max's Cake)</p> <p>7. Provision of one large birthday cake (12" round or 12x12" square cake)</p> <p>8. Provision of Waiters/Service Personnel clad in clean uniforms</p> <p>9. Set-up ready one hour before the start of event</p> <p>Eligibility Requirements:</p> <ol style="list-style-type: none"> 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 <p>Contract of Service/Financial Proposal</p> <p>The financial proposal should cover the following expenditures:</p> <ol style="list-style-type: none"> 1. Catering services <p>Approved Budget for the Contract (ABC)</p> <p>Approved budget for the contract is Php 135,200.00 inclusive of all applicable taxes</p> <p>Mode of Payment</p> <p>Send bill arrangement</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 		
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	Address your quotation to Mr. Nilo C. Abon, Officer-In-Charge, Procurement and General Services Division		
Terms	30 days upon receipt of invoice		
ABC	Php135,200.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **13 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. 260
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