

Request for Quotation

15 Mayl 2019

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

Quotation No. TPB-PR.2019.05.405

PR No. 5.037 / Apr. 30, 2019/ S-134

Requirements : VENUE RENTAL, FOOD AND BEVERAGE

Project Title : ISO 9001:2015 TRAINING

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>VENUE RENTAL, FOOD AND BEVERAGE</p> <p>NO. OF DAY/S: Two (2) days DATE: 24 AND 31 May 2019 NO. OF PARTICIPANTS: 35 Persons BUDGET: P 105,000.00- for meeting venue and food & beverage</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: within 5 kilometer radius from TPB Office (at least 4 star hotel) 3. Food/Meal for the Workshop <ol style="list-style-type: none"> a. AM & PM Snacks inclusive of one round of soft drinks or iced tea (Preferred AM & PM 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 brewed coffee/tea for the participants while the event is on-going 	P105,000.00	P105,000.00

	<p>d. Can accommodate special diet (for 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. Round table set-up</p> <p>c. Set-up ready one hour before the start of the session in the morning</p> <p>5. Venue Provision of other facilities/services free of charge, as follows:</p> <ul style="list-style-type: none"> • Round table set-up good for 35 pax • Whiteboard with marker and eraser • Philippine Flag • LCD Projector and Screen • Lobby and Function Room signages • Registration table with telephone • Microphones (wireless; minimum 4 pieces) • Extension cords (minimum of 6 pieces) • Existing Light and Sound System • Pencils and pads • Mints and candies <p>6. Other Requirements Other arrangements that may be mutually agreed upon by the TPB and the service provider.</p> <p>Approved Budget for the Contract (ABC) inclusive of all applicable taxes is P105,000.00</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 		
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	6. Notarized Omnibus Sworn Statement 7. Notarized Authority of Signatory 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	Php105,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **20 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 and Food and Beverage for "ISO 9001:2015 Awareness"

PROJECT:

The Tourism Promotions Board (TPB), together with its Consultant or Consulting Firm will be conducting a two-day workshop for "ISO 9001:2015 Awareness" on 24 and 31 May 2019 in the enhancement of TPB's ISO 9001:2015 Quality Management System.

NO. OF DAY/S: Two (2) days

NO. OF PARTICIPANTS: 35 Persons

BUDGET: P 105,000.00 – for meeting venue and food & beverage

OBJECTIVES:

This project requires the engagement of a Manila-based hotel for the provision of food/meals and venue as well as accommodation during the conduct of the ISO 9001:2015 Trainings.

REQUIREMENTS AND CONDITIONS:

1. Existing Credit Line with TPB and must be DOT Accredited
2. Distance: within 5 kilometer radius from TPB Office (at least 4 star hotel)
3. Food/Meal for the Workshop
 - a. AM & PM Snacks inclusive of one round of soft drinks or iced tea (Preferred AM & PM 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 brewed 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. Round table set-up
 - c. Set-up ready one hour before the start of the session in the morning

5. Venue

Provision of other facilities/services free of charge, as follows:

- Round table set-up good for 35 pax
- Whiteboard with marker and eraser
- Philippine Flag
- LCD Projector and Screen
- Lobby and Function Room signages
- Registration table with telephone
- Microphones (wireless; minimum 4 pieces)
- Extension cords (minimum of 6 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 the Contract (ABC) inclusive of all applicable taxes is **P105,000.00**

TOURISM PROMOTIONS BOARD PHILIPPINES

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