

Request for Quotation

14 June 2019

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

Quotation No. TPB-PR.2019.06.553

PR No. 6.033 / June 10, 2019

Requirements : MEALS AND BEVERAGE

**Project Title : Opening and Closing Meeting of Internal Quality Audit
ISO 9001:2015**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>The Tourism Promotions Board (TPB) is seeking a competent and experienced service provider to handle the Catering Services requirements for a 2-day Meeting “ISO 9001:2015 Internal Quality Audit” scheduled on 09 and 11 July 2019</p> <p>SPECIFICATIONS:</p> <ol style="list-style-type: none"> 1. Existing Credit Line with TPB 2. 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) AM Snack – 9:00 am, Buffet Lunch – 12:00 nn and PM Snack – 3:00 pm 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 	P70,000.00	P70,000.00

	<p>participants</p> <p>f. Food served shall be fresh, hot and ready at least 30 minutes before each meal.</p> <p>g. Minimum guarantee of 70 pax for Opening & 70 pax for Closing Meeting</p> <p>3. Arrangement Set-Up</p> <p>a. All dinnerware and glassware necessary for the event</p> <p>b. Waiters/Service Personnel clad in clean uniforms</p> <p>c. Buffet Table with setting Clean linens</p> <p>d. Set-up ready one hour before the start of the event</p> <p>4. Other Concerns</p> <p>a. Actual number of pax is subject to be confirmed One (1) week before the event</p> <p>b. Provide cost per head in case of additional person</p> <p>c. Any other arrangements that may be mutually agreed upon by the TPB and the service provider</p> <p>Note: DO NOT SUBMIT your bid quotation with incomplete legal documents.</p> <p>Legal Documents:</p> <ol style="list-style-type: none"> 1. SEC/DTI Registration Certificate 2. 2019 Mayor's Permit/License 3. BIR Registration / TIN 4. Company Profile/Reference 5. PhilGEPs Certificate with Valid date 6. Notarized Omnibus Sworn Statement (Notarized with the same date of your bid quotation) 7. Income Tax Return 8. Notarized Authority of the Signatory (Notarized with same date of your bid quotation) <p style="padding-left: 40px;">Secretary's Certificate if SEC or Special Power of Attorney if DTI</p> <p>INCOMPLETE ATTACHMENT OF LEGAL DOCUMENTS IS NOT ELIGIBLE TO PARTICIPATE IN THE BIDDING</p>		
Terms	30 days upon receipt of invoice		
ABC	Php70,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **24 JUNE 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