

## Request for Quotation

12 July 2019

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

**Quotation No. TPB-PR.2019.07.601**

PR No. 7.028 / July 04, 2019

**Requirements : FOOD AND BEVERAGE**

**Project Title : 2<sup>nd</sup> ASEAN UNIVERSITY NETWORK HEALTH PROMOTION CONFERENCE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>TPB is assisting the 2nd ASEAN University Network (AUN) Health Promotion Conference by sponsoring lunch on 22 August 2019 at a heritage restaurant within the Intramuros area.</p> <p><b>SPECIFICATIONS</b> TPB is seeking for a caterer that will provide the necessary venue and food and beverage requirements for the guests of the 2nd ASEAN University Network (AUN) Health Promotion Conference with the following specifications:</p> <ol style="list-style-type: none"> <li>1. Date: 22 August 2019</li> <li>2. Time: 11:30 am-1:00pm</li> <li>3. Preferred venue: Heritage venue within Intramuros</li> <li>4. Audience: 300 pax (190 foreign)</li> <li>5. Theme: Spanish-Filipino</li> </ol> <p><b>GUIDELINES</b></p> <ol style="list-style-type: none"> <li>1. Venue that can accommodate up to 300 pax</li> <li>2. Food and Beverage catering for an estimated number of 300 guests</li> </ol>	P240,000.00	P240,000.00

	<p>3. The caterer should submit different menu options that will include the following to TPB:</p> <ol style="list-style-type: none"> <li>a. Soup</li> <li>b. Appetizer</li> <li>c. Main entree</li> <li>d. Dessert</li> </ol> <p>4. Inclusion of coffee and tea station</p> <p>5. Complete set-up of buffet stations to match the theme of the lunch reception</p> <p>6. Dressed dinner tables/chairs to match the theme of the reception</p> <p>7. Set-up should be ready an hour before the start of the event and food to be served shall be fresh and warm</p> <p>8. Provision of uniformed and well-trained waiters I service personnel who are familiar about the menu to be served</p> <p>9. Caterer should be able to provide vegetarian, halal, and gluten-free food options upon receipt of list of special dietary requirements</p> <p>10. Brief description of each menu on the buffet station</p> <p>11. All dinnerware and glassware should be uniform in design and appearance</p> <p>12. Inclusion of decoration (centerpiece) for the lunch setup</p> <p>13. Caterer must have at least two (2) years experience in catering to international events such as conferences, meetings, congresses, et. al, with large-scale foreign guests</p> <p><b>OTHER REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Must be willing to accept send-bill-arrangements with the TPB</li> <li>2. Any other requirements that may be mutually agreed upon by the TPB and the service provider</li> <li>3. Must be able to submit a list of international events services I catered to in the last two (2) years</li> </ol> <p><b>ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Must be Filipino owned, operated and legally registered caterer I food &amp; beverage provider under Philippine laws;</li> <li>2. Must be accredited with the Department of</li> </ol>		
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	<p>Tourism (DOT)</p> <p>3. Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS)</p> <p>BUDGET</p> <p>Inclusive of all government taxes: PhP 240,000.00</p> <p>For particulars, please contact MS. JOY CASIANO and MS. MIKAELA FUENTES at telephone numbers (02) 525-1153 and 525-9318 lac. 232 or email at joy_casiano@tpb.gov.ph and mikaela_fuentes@tpb.gov.ph.</p> <p>Note:</p> <p>DO NOT SUBMIT your bid quotation with incomplete legal documents.</p> <p>Legal Documents:</p> <ol style="list-style-type: none"> <li>1. SEC/DTI Registration Certificate</li> <li>2. 2019 Mayor's Permit/License</li> <li>3. BIR Registration / TIN</li> <li>4. Company Profile/Reference</li> <li>5. PhilGEPs Certificate with Valid date</li> <li>6. Notarized Omnibus Sworn Statement (Notarized with the same date of your bid quotation)</li> <li>7. Income Tax Return</li> <li>8. Notarized Authority of the Signatory (Notarized with same date of your bid quotation) <ul style="list-style-type: none"> <li>Secretary's Certificate if SEC or</li> <li>Special Power of Attorney if DTI</li> </ul> </li> </ol> <p>INCOMPLETE ATTACHMENT OF LEGAL DOCUMENTS IS NOT ELIGIBLE TO PARTICIPATE IN THE BIDDING</p>		
Terms	30 days upon receipt of invoice		
ABC	<b>Php240,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **19 JULY 2019** thru email at [soc\\_torres@tpb.gov.ph](mailto: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