

29 July 2019

REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2019.07.680**

Requirements : Services of an Event Management Company
Project : Philippines' Bid Campaign to Host the World Tourism Organization (UNWTO) General Assembly in 2021

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 lot	Services of an Event Management Company Date: 7 August / Manila <u>Scope of Deliverables</u> a. Provision for Food and Beverage b. Physical and Technical Set-up c. Provision for Entertainment <i>Please see attached Terms of Reference for complete details</i>	600,000.00	600,000.00
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP600,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **2 August 2019, 12:00PM**, subject to the Terms and Conditions stated herewith and 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, addressed to the undersigned.

Thank you very much.

(Sgd.)

NILO C. ABON

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

Note: All entries must be typewritten on your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile