

11 September 2019

REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2019.09.803**

Requirements : Services of an Event Management Organizer
Project : TPB Hosted Dinner for AFECA Annual General Meeting

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 lot	<p>Venue, F&B, Transportation and Entertainment Requirements</p> <p>Event: TPB Hosted Welcome Dinner Reception Date: 09 October 2019, Wednesday, 6:30 pm Guest: 50 – 60 pax</p> <ul style="list-style-type: none"> • AFECA Board and Advisory Council (from Asia and other countries) • DOT and TPB Officials • PACEOS Officers <p><u>SCOPE OF DELIVERABLES</u></p> <p>A. Provision of Venue</p> <ul style="list-style-type: none"> ▪ Must be able to source unique venue depicting Filipino history and culture (preferably Ayuntamiento) ▪ Must cover venue rental and the utilities <p>B. Provision of Food and Beverages</p> <ul style="list-style-type: none"> ▪ Must be able to provide menu selections to include appetizers, main course, drinks, desserts and wine as well, subject to approval of TPB. ▪ Must include the following services and amenities during the lunch function: <ul style="list-style-type: none"> ○ Round table set-up, plated ○ Free flowing coffee ○ Waiter service on stand-by for each table 	500,000.00	500,000.00

	<p>C. Physical and technical set-up</p> <ul style="list-style-type: none"> ▪ Must include in its package a centerpiece for each table ▪ Must have ample inventory of chair covers, table linens and other ambient decorations to complement the hosted lunch ▪ Must be able to provide basic sound system: mixer/amplifier, speakers, wireless microphones, power cable and connectors, laptop and two onsite operators ▪ Must be able to provide a stage for the performers <p>D. Provision for Entertainment Must be able to provide live music with performers and/or musicians (i.e. quartet)</p> <p>E. Provision of Transfer Vehicle (Hotel – Venue – Hotel)</p> <ul style="list-style-type: none"> ▪ Must be able to provide one transfer vehicle (bus) from delegates’ hotel to venue and back (the official hotel will be along MOA and bay area) ▪ Model of the vehicle must not be older than 2017 ▪ Vehicle must be fully-air conditioned, clean, comfortable and in good running condition ▪ Equipped with fire extinguisher, umbrellas and first aid kit ▪ Driver must be a holder of valid professional driver license ▪ Driver must be wearing a company ID, polo barong or company uniformed and well groomed <p>F. Other Requirements</p> <ul style="list-style-type: none"> ▪ Any other requirements that may be mutually agreed upon by the TPB and the supplier ▪ Must have previous business engagement catering to government functions with international guests <p><i>Please see attached Terms of Reference details</i></p>		
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Terms	30 days upon receipt of invoice
Delivery	As stated
ABC	PhP500,000.00 inclusive of service charge and all applicable taxes

Please submit your **quotation and legal documents in a sealed envelope** not later than **17 September 2019, 5:00PM**, 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. DOT Accreditation
6. Company Profile