

Request for Quotation

06 November 2019

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

Quotation No. TPB-PR.2019-11-966

PR no. 11.001

Requirements : SERVICES OF A CATERER
Project Title : DINNER HOSTING FOR THE NETWORKING NIGHT FOR THE WOMEN IN SPORTS LEADERS ON 27 NOVEMBER 2019, TAGAYTAY CITY

TERMS OF REFERENCE

I. Background Information:

The POC through its Women in Sports Committee will gather 30-35 Women in Sports Committee from the NOCs of the South East Asian region to discuss issues, concerns, and the state and challenges on women and sports, including ground-breaking initiatives to address issues.

The Summit / Networking Night on 27 November 2019 is a way of drumbeating the support of women for the 30th SEA Games, and strengthening the network among top-notch SEA women in sports leaders.

III. Requirements

A. Catering Services

a. Deluxe buffet and cocktails for 35 pax

B. Must be willing to transact through send-bill arrangements; and

V. Eligibility

1. Must be Filipino owned, operated and legally registered events venue/hotel under Philippine laws;
2. Must have at least two years' experience in holding/staging social events and functions
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

VI. Requirements:

1. Provide deluxe buffet dinner for 35 pax; and
2. Must be willing to transact through send-bill arrangements

VI. Approved Budget for the Contract (ABC):

The financial proposal should cover the following expenditures:

1. Professional fees of staff and crew
2. Food and beverage requirements

Bid Price Ceiling is Php 52,500.00 inclusive of taxes. For particulars, please contact Ms. Abigail Francisco at telephone numbers 525-9318 local 242. Kindly submit all required documents to our Procurement & General Services Department representative.

The last day of submission of **quotation and legal documents** is not later than 5:00 p.m. on 12 November 2019, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division

Contact Person	NILO C. ABON
Contact No	525-73-12

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

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

A. Legal Documents

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 (Notarized)