

07 January 2020

REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2020.01.004**

Requirements : Catering Services
Project : TPB QMS ISO 9001:2015 Internal Audit

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>Catering Services for 2 days</p> <p>Date: 21 and 23 January 2020 Participants: 70 pax Venue: TPB Premises</p> <p><u>Scope of Deliverables</u></p> <p>A. Food and Beverages</p> <p>a. AM and PM snacks (preferably sandwich or pasta / 1 round of soft drinks or iced-tea)</p> <p>b. Buffet Lunch (minimum of 4 kinds of main course / 1 round of soft drinks or iced-tea)</p> <p>c. Flowing brewed coffee</p> <p>d. Drinking water</p> <p>B. Other Requirements</p> <p>a. Buffet table setting</p> <p>b. All dinner wares/glass wares</p> <p>c. Waiters/service personnel clad in uniforms</p> <p>Note: Set-up is ready 1hr before the event AM Snack: 9:00am Lunch: 12nn PM Snack: 3:00</p> <p>Please see attached Terms of Reference for details</p>	70,000.00	70,000.00
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP70,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **13 January 2020, 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.)

ELOISA A. ROMERO

Head , Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

85259318 loc. 270 / 5257312

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