

## REQUEST FOR QUOTATION

17 February 2020

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

**Quotation No.** TPB-PR.2020.02.071

**PR No.** 2.043/ 12-Feb-2020

### REQUIREMENTS : SERVICES OF FOOD AND BEVERAGE SUPPLIER

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p><b>FOOD AND BEVERAGE SUPPLIER/CATERER</b></p> <p>TPB will host dinner for One Hundred (100) pax on 27 March 2020 at 7:00-10:00PM with the following specifications:</p> <ol style="list-style-type: none"> <li>1. Food and Beverage catering for 100 guests</li> <li>2. Must be accredited by SMX Convention Center</li> <li>3. The supplier should submit three (3) menu options to TPB</li> <li>3. Menu selections – based on the theme (Fiesta Night)</li> <li>4. Water stations/flowing coffee or tea</li> <li>5. Menu selections – based on the theme (Fiesta Night)</li> <li>6. Complete set-up of buffet stations to match the theme of the dinner reception</li> <li>7. Dressed cocktail tables/chairs to match the theme of the reception</li> </ol>	P100,000.00	P100,000.00

	<p>8. Uniformed and well-trained waiters’/service personnel and can converse in English</p> <p>9. 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>10. Can accommodate guests with dietary restrictions: vegetarians, diabetics, people with allergies, etc.</p> <p>12. All dinnerware and glassware should be uniform in design and appearance.</p>		Total: P100,000.00
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is P100,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **21 February 2020, 12:00PM**, 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.

Thank you very much.

Sgd.

**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person

GENESIS WEIYN B. LEE

Contact No.

525-73-12 loc. 266

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. Mayor's Permit/ License
2. BIR Registration / TIN
3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Notarized Omnibus Sworn Statement with same date of your Bid Quotation
6. Notarized Authority of the Signatory with same date of your Bid Quotation  
Secretary's Certificate if SEC or Special Power of Attorney if DTI