

Request for Quotation

10 November 2020

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

Quotation No. TPB-PR.2020.11.371

PR No. 11.016 OCBS

Requirements : FOOD AND BEVERAGES WITH DELIVERY

Project Title : November and December 2020 TPB Regular Board of Directors' Meeting

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>FOOD & BEVERAGES AND DELIVERY TO RESPECTIVE ADDRESSES</p> <p>Lot 1: Meeting on November 26, 2020, 1:30 PM Cost: Php 50,000.00</p> <p>Lot 2: Meeting in December 2020 (date to be advised) Cost: Php 50,000.00</p> <p>Requirements: Manila-based hotel for the provision of food and beverage requirements and delivery to the respective addresses of the attendees of the above mentioned meetings</p> <p>Specifications: 1) Existing Credit Line with TPB and must be Department of Tourism (DOT) Accredited 2) Food and Meals</p>	100,000.00	100,000.00

	<ul style="list-style-type: none"> 3) Lunch/Heavy PM Snack in a Hot Box or Grazing Box inclusive of one round of beverage 4) Food served shall be fresh, hot and ready at least 30 minutes or an hour before the event 5) Can arrange food delivery outside Metro Manila (not necessarily of the same menu) 6) Minimum guarantee of 30 pax 7) Other Concerns 8) Actual number of pax and final schedule of the meeting is subject to confirmed one (1) week before the event 9) Provide cost per head in case additional person 10) Any other arrangements that may be mutually agreed upon by the TPB and the service provided 		
Terms	30 days upon receipt of invoice		
ABC	Php 100,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **13 November 2020, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
soc_torres@tpb.gov.ph

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. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement
7. Income Tax Returned