

Request for Quotation

February 8, 2021

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

Quotation No. TPB-PR.2021.02.055

PR No. 2.010

Requirements : FOOD AND BEVERAGES WITH DELIVERY SERVICES

Project Title : Virtual TPB Regular Board of Directors' Meeting

Meeting Date/Time : February 23, 2021 12nn

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 LOT	<p>Food and Beverages (Bento Food Sets for Lunch) with delivery services to the respective addresses of the attendees. Meeting Date: February 23, 2021 @ 12:00 Noon 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 meeting</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1) Existing Credit Line with TPB and must be Department of Tourism (DOT) Accredited 2) Bento Food Sets (Lunch) inclusive of one round of beverage 3) Food delivered shall be fresh, hot and ready at least 30 minutes or an hour before the meeting. 4) Can arrange food delivery outside Metro Manila (not necessarily of the same menu) 5) Minimum guarantee of 30 pax 		25,000.00

	6) Actual number of pax and final schedule of the meeting is subject to be confirmed one (1) week before the event 7) Provide cost per head in case additional person. 8) Any other arrangements that may be mutually agreed upon by the TPB and the service provided 9) Must be Department of Tourism Accredited (Submit copy of certificate together with the quotation and the legal documents indicated below)		
Terms	30 days upon receipt of invoice		
ABC	Php 25,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **February 12, 2021, 12:00 Noon** thru email at nilo_abon@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

NILO C. ABON

Contact No

0917 534 4822

nilo_abon@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 2021
3. BIR Registration / TIN
4. Company Profile/Reference

5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement