

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2021.03.122**

PR No. 3.018 **2nd posting**

Requirements: **Catering Services for Travel Tour Expo**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Catering Services</p> <ul style="list-style-type: none"> • Provide Catering Services for 30 persons • Serve the 2 snacks and lunch in buffet set up • For lunch, meals to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert, and bottled water • For Snacks, there should be at least three different types of snack and beverage (tea and coffee or cold beverage – juice) • Free flowing coffee and tea, bottled water throughout the function • Complete dining set-up • Buffet table with linen and centerpiece • Chairs with cover • Uniformed staff <p>The event will be held at the SMX Convention Center, Pasay City on May 21, 2021. The catering company must be accredited by the SMX and the Department of Tourism (DOT). Date is subject to change.</p>		PhP48,000.00
Terms	Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications		
Delivery	May 21, 2021 (subject to change)		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php48,000.00

Please submit your legal documents and quotation in your company letterhead duly signed by your authorized representative to email address nilo_abon@tpb.gov.ph not later than **31 March 2021 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact person: Nilo Abon
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

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:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile
- f. Omnibus Sworn Statement
- g. DOT accreditation certificate