

REQUEST FOR QUOTATION

26 October 2021

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

Quotation No. TPB-PR.2021.10.402

PR No. 10.039

REQUIREMENTS: FOOD AND BEVERAGE WITH DELIVERY SERVICES FOR THE TPB'S QMS TRAINING SESSIONS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>FOOD AND BEVERAGE WITH DELIVERY SERVICES FOR THE TPB'S QMS TRAINING SESSIONS</p> <p>ACTIVITIES, INCLUSIVE DATES AND NUMBER OF PARTICIPANTS:</p> <ul style="list-style-type: none"> ➤ WHAT: QMS Training Session WHEN: 17 November 2021 A.M. Session (08:30AM–12:00NN) 18 November 2021 Full Day Session (08:30AM–04:30P.M) WHO: 50 pax/participants ➤ WHAT: Think On Your Feet Training WHEN: 22 November 2021 P.M. Session (01:00 P.M. – 05:00 P.M.) 23 November 2021 A.M. Session (08:00 A.M. – 12:00 NN) 24 November 2021 A.M. Session (08:00 A.M. – 12:00 NN) WHO: 40 pax/participants <p>SPECIFICATIONS</p> <ul style="list-style-type: none"> I. Provision of the following meals good for 50 and 40 pax as specified above <ul style="list-style-type: none"> a. All snacks (A.M. and/or P.M.) should be inclusive of one bottled water and soda in can or fruit drink in can. Further, all snacks provided should 	P328,00.00	P328,000.00

	<p>be savory (Sandwich and Pasta)</p> <p>b. Lunch meals based on any one of the following meal set-up options:</p> <ul style="list-style-type: none"> • 5 course meal (Soup, Salad, 2 Main Dishes, and Dessert) • Set meal (2 Main Dishes, Rice, Simmered or Grilled Vegetables and Small Dish) • Buffet meal (Salad and Appetizer, Soup, 2 Main Dishes, Dessert) • Bento meal (Appetizer, 2 Main: Meat and Fish Dish, Simmered or Grilled Vegetable Dish, and Small Dish) • Prime Meat Meal (Soup, Main: Prime Meat/Fish Dish, Desert) <p>c. Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, or hypoallergenic)</p> <p>d. Food should remain fresh and hot upon delivery to all participants within the prescribed schedule</p> <p>e. Provision of all utensils necessary for the meals</p> <p>II. The service provider must have the capability and resources to deliver the meals to the either the TPB Office or to respective residences of participants who are in a work-from-home arrangement. Specific addresses for each participant per day will be indicated and provided to the winning bidder.</p> <p>III. Delivery of all the food and beverages required (AM and/or PM snack and Lunch Meal plus drinks) should be done once per day per indicated participant with bulk delivery for those at the TPB office. The schedule of delivery will be from before or by 11:00 a.m. on each of the five days indicated in this TOR. <i>(The list of participants with their meal choices and address will be provided to the winning bidder once finalized)</i></p> <p><i>*See the attached Technical Specifications*</i></p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP328,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **02 November 2021 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

(MISS) GENESIS WEIYN B. LEE

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 / Business Permit 2021
2. PhilGEPS Registration Certificate
3. Business/Income Tax Return Certificate
4. Company Profile / Reference
5. Omnibus Sworn Statement