

7 January 2022

**REQUEST FOR QUOTATION**

**Quotation No.** TPB-RFQ 2022-01-011

**Requirements:** Lease of Venue with Food and Beverage

**Project Title:** TPB Regular Board of Directors` Meeting (Hybrid Format) on 27 January 2022

**Approved Budget:** Fifty Thousand Pesos Only (PhP50,000.00)

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The Tourism Promotions Board, through its Bids and Awards Committee (BAC), intends to lease a venue to provide the following requirements: Venue for the activities and Food and Beverage for Virtual TPB Regular Board of Directors` Meeting in Hybrid Format on 27 January 2022.

As such, **CONRAD MANILA** is invited to **submit a quotation/proposal** duly signed by your authorized representative not later than **12 January 2022 at 03:00 p.m.**, for the item described in the Statement of Compliance vis-à-vis attached Technical Specifications "**Annex A**", subject to the Terms and Conditions stated herewith. **Valid and recent copy** of the following **Eligibility Requirements** are required to be submitted along with your bid as follows:


1. Statement of Compliance to the Technical Specifications (signed and dated);
2. Business/Income Tax Return Certificate;
3. Business/Mayor`s Permit Certificate;
4. Company Profile;
5. DOT Accreditation; and
6. PhilGEPS Registration Certificate/Membership

The last day for submission of **quotation and other eligibility documents is on 12 January 2022** not later than **03:00 p.m.**, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph), for the advance copy of the bidding documents and the original copy to the address provided below, 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.

Please address your quotation to the undersigned.

Thank you very much.

  
**ATTY. VENANCIO C. MANUEL III**

Chairperson  
Bids and Awards Committee  


**Terms and Conditions:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotation exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The TPB shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. The TPB shall prefer send bill arrangements for payment. In lieu of send bill arrangement, advance payment of 50% of the total contract price may be made by the TPB upon confirmation of reservation, with the remaining balance to be paid after the event.
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The TPB shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. The Contract Agreement to be signed by the parties is subject to the 2016 Revised IRR of R.A. 9184.

**Bidder:** \_\_\_\_\_

**Conforme:** \_\_\_\_\_

**Date:** \_\_\_\_\_

After having carefully read and accepted the Terms and Conditions, I / we submit my / our quotation as follows (*Bidders are required to take note of the \* portion at the last page of this form before filling up the required columns*):

<b>REQUIREMENT: Lease of Venue with Food and Beverage</b>			
<b>PROJECT TITLE: TPB Regular Board of Directors Meeting (Hybrid Format)</b>			
<b>APPROVED BUDGET FOR THE CONTRACT (ABC): Fifty Thousand Pesos Only (Php50,000.00)</b>			
TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
	COMPLIANT	NOT COMPLIANT	
<b>Property Name:</b>			
<b>I. Availability</b>			
Function Room Date: 27 January 2022   10:00am – 5:00pm (actual event)			
<b>II. Location / Site Condition / Neighbourhood Data</b>			
a. Located within ten (10) kilometres from the Tourism Promotions Board office			
b. Must be a DOT-classified Multi-use Hotel permitted to hold essential MICE events			
<b>III. Secretariat Room</b>			
a. Capacity: 30-40 pax (following current social distancing measures) with board room set-up for 10 pax and additional IBM and chairs within the room as needed			
b. With hot and cold water dispenser/ station			
c. With power outlet and extension cords and other physical and technical requirements, as needed			
<b>IV. Function Room</b>			
a. Capacity: 30-40 pax boardroom set up (following current social distancing measures) *with enough area for LED screens and tech booth			
b. Height clearance should be no less than 5 meters (to accommodate LED screens/ walls)			
c. Complimentary Wi-Fi for guests and high speed internet for the technical requirements of the event			
d. Complimentary use of available LCD Screen and Projector			
e. Availability and provision of placeholders, extension cords, microphones and microphone stands, IBTM tables with linen as needed			
f. Assistance during physical and technical set up, as needed			
g. Availability of an in-house food & beverage/ banquet facility			
<b>V. Food and Beverage</b>			
a. Catering for 30-40 pax of the following: <ul style="list-style-type: none"> <li>Free-flowing coffee and tea</li> <li>Hot and cold water dispenser</li> </ul>			

<ul style="list-style-type: none"> <li>• Light snacks PM</li> <li>• Lunch</li> </ul>			
b. Service Requirements: Themed managed sit down service set up			
c. Must be able to provide uniformed and well-trained banquet service personnel; and a dedicated Event Sales Leader to attend to all arrangements			
d. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)			
e. Must be able to arrange food delivery for attendees within/outside Metro Manila			
<b>VI. Innovative/New Normal Feature</b>			
Venue must showcase actual use of innovations/ state-of-the-art technology to efficiently service customers and ensure the safety and cleanliness of the premises			
<b>VII. Other Requirements</b>			
a. Availability of parking space for 30 pax and passes for TPB board members and officials' vehicles			
b. Must be a DOT-accredited establishment (equivalent/ higher certification such as star-rating satisfies the requirement)			
c. Compliance with the safety standards and precautionary measures established by DOT for accommodation facilities and event venues			
d. No down payment should be required by the hotel in its proposal			
e. Must be willing to extend FOC or preferential rates			
f. Must be willing to accept a send-bill-arrangement with the TPB			
g. Payment term is 30-days upon receipt of invoice			
h. Establishment must have a Certificate of Authority to Operate (CAO) under the General Community Quarantine (GCQ)/Modified GCQ from the Department of Tourism (DOT), as applicable.			
i. Designation of a point person who will coordinate with TPB <ul style="list-style-type: none"> <li>➤ Must be flexible and could adjust immediately to urgent requirements without additional costs to the Client; and</li> <li>➤ Other arrangements that may be mutually agreed upon by the TPB.</li> </ul>			

***\*Bidder/s are encouraged to be as specific as possible in stating level of compliance to the technical specifications.***

**Offered Quotation in Words:**

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**Offered Quotation in Figures:**

\_\_\_\_\_  
**Signature Over Printed Name of Bidder**

\_\_\_\_\_  
**Position / Company**

\_\_\_\_\_  
**mm / dd / year**

**\*\*\* Nothing Follows \*\*\***