

## REQUEST FOR QUOTATION

07 April 2022

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

**Quotation No.** TPB-PR.2022.04.112

**PR No.** 4.011

**REQUIREMENTS: FOOD AND BEVERAGE WITH DELIVERY SERVICES FOR THE 21<sup>ST</sup> TPB BOARD OF DIRECTORS' MEETING (HYBRID)**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>FOOD AND BEVERAGE WITH DELIVERY SERVICES FOR THE TPB'S 21<sup>ST</sup> BOARD OF DIRECTORS' MEETING</b></p> <p><b>Date:</b> 28 April 2022 <i>*Subject to change without prior notice</i></p> <p><b>SPECIFICATIONS:</b></p> <ol style="list-style-type: none"> <li>1. Existing Credit Line with TPB and must be DOT-accredited</li> <li>2. Food and Beverage               <ol style="list-style-type: none"> <li>a. Food Sets (Lunch) inclusive of one round of beverage with at least three (3) menu options</li> <li>b. Food served shall be fresh, hot, and ready at least 30 minutes or an hour before the meeting</li> <li>c. Can arrange food delivery outside Metro Manila</li> <li>d. Minimum guarantee of 30 pax</li> </ol> </li> <li>3. Other Concerns               <ol style="list-style-type: none"> <li>a. Actual number of pax and final schedule of the meeting is subject to be confirmed one (1) week before the event</li> </ol> </li> </ol>	PhP25,000.00	PhP25,000.00

	b. Provide cost per head in case of additional person c. Any other arrangements that may be mutually agreed upon by the TPB and the service provider  <i>*Nothing Follows*</i>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP25,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **13 April 2022 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.

1. Mayor's Permit/ License 2022
2. Income/Business Tax Return
3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Omnibus Sworn Statement
6. DOT Accreditation Certificate

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 on your company letterhead.**  
 Price Validity shall be for a period of thirty (30) calendar days.