

Request for Quotation

July 7, 2022

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

Quotation No. TPB-PR_2022.07.222

PR No. 7.010

Requirements : **CATERING SERVICES**

Project : WORLD FOOD EXPO – Philippine Culinary Cup Event

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 Lot	<p align="center">PROCUREMENT OF CATERING SERVICES TERMS OF REFERENCE</p> <p align="center">World Food Expo –Philippine Culinary Cup SMX Convention Center Manila, Pasay City 03 August 2022 (Welcome Lunch)</p> <p align="center">TECHNICAL ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be Filipino owned, operated and legally registered caterer, events venue, hotel or restaurant under Philippine laws; • Must have at least three (3) years' experience in holding/ staging social events and functions for domestic and/ or international conferences, meetings, congresses, parties, et. al; • Must be SMX Convention Center Manila accredited caterer. 		375,000.00

	<p>SCOPE OF WORK / DELIVERABLES</p> <p><u>Catering Services</u></p> <ul style="list-style-type: none"> • Provide catering services for 150 persons • Serve Lunch and Drinks in buffet set up with servers (assisted or managed buffet) • Provide at least three (3) themed lunch options to choose from to include soup, salad, at least 3 mains (fish, chicken, pork/ beef option), dessert and drinks (soda/juices/ice tea) • Food to be served shall be fresh, hot and ready at least 30 minutes before lunch • Provision for possible dietary restrictions such as vegetarian and halal • Free flowing coffee, tea and water throughout the function • Complete set-up for one (1) buffet table, six (6) dressed round tables with chairs and eight (8) cocktail tables; prepare extra tables/chairs, as needed • Provision of plates, glassware, utensils, table napkins and condiments • Labels/brief description of each menu in the buffet table, indicating allergens • Uniformed wait staff <p><i>Note: The event/ activity date is subject to change due to uncertain situations and community restrictions brought about by the COVID 19 pandemic.</i></p> <p>TERMS OF PAYMENT</p> <p>Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.</p> <p>CONTACT PERSON</p> <p>Mr. Milo S. Oropeza Email: milo_oropeza@tpb.gov.ph Mobile: 0916 636 0777 Landline: 8 525 9318 loc 225</p>		
Terms	30 days upon receipt of invoice		
ABC	Php375,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **July 13, 2022, 12:00 Noon** thru email at soc_torres@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 be informed that the Tourism Promotions Board is evaluating our suppliers performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.

(SGD)

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
soc_torres@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
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement (Revised)