

REQUEST FOR QUOTATION

20 September 2022

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

Quotation No. TPB-PR.2022.09.303

PR No. 9.030

REQUIREMENTS: CATERING SERVICES FOR THE TPB REGULAR BOARD OF DIRECTORS' MEETING

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p style="text-align: center;">CATERING SERVICES FOR THE TPB REGULAR BOARD OF DIRECTORS' MEETING</p> <p>SCOPE OF WORK/SERVICES</p> <p>FOOD AND BEVERAGE</p> <p>a. Managed lunch buffet inclusive of one round of soda, tea, or fruit juice (minimum of 4 kinds of main entrées excluding vegetables in the count) *Option for early managed or packed lunch buffet</p> <p>b. Morning or afternoon snacks inclusive of one round of soda, tea, or fruit juice (Preferred A.M. or P.M. Snacks: Sandwiches and Pasta) *Option for early or packed snacks</p> <p>c. Limited accommodation options for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free etc.) pre-arranged and pre-identified</p> <p>d. Flowing brewed coffee, tea, drinking water, and candies or nuts for the participants while the event is on-going</p> <p>e. Food served shall be fresh, hot, and ready at least 30 minutes before each meal</p> <p>f. Minimum guarantee of 50 pax</p>	PhP50,000.00	PhP50,000.00


	<p>ARRANGEMENT SET-UP (IN SESSION)</p> <p>a. All tables, chairs, dinnerware, and glassware necessary for the event *The set-up per table cluster shall include incidental items such as but not limited to the table cloth, chair cover, and centerpiece.</p> <p>b. Designation of a banquet coordinator</p> <p>c. Wait staff/service personnel clad in clean uniforms *Stand-by dedicated wait staff while the Board Meeting is being conducted</p> <p>d. One (1) dedicated wait staff/service personnel for identified VIPs</p> <p>OTHER CONCERNS</p> <p>a. Actual number of pax and final schedule of the meeting is subject to confirmation one (1) week before the event, provided that there shall be an equitable adjustment in the contract price for the payment of persons in addition to the estimated 50 pax.</p> <p>b. Should the indicative dates stated herein be not workable, then the actual dates may be worked out by both parties subject to mutual availability and agreement without changes to the other specifications stated in this Technical Specification.</p> <p>c. Provide cost per head in case of an additional person</p> <p>d. Any other arrangements that may be mutually agreed upon by TPB and the service provider</p> <p>PROJECT IMPLEMENTATION SCHEDULE The indicative date of the event is 14 October 2022.</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DTI Business Registration / SEC Certificate 3. BIR Registration with TIN 		
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	<p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. BIR Certificate of Registration 4. Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP50,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **26 September 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.

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.


ROSELLE D. ROMERO
 Head, Procurement and General Services Division
 Administrative Department

Contact Person **(MISS) GENESIS WEIYN B. LEE**
 Contact No. **(8) 525-7312 local 266**