

REQUEST FOR QUOTATION

29 September 2022

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

Quotation No. TPB-PR.2022.09.318

PR No. 8.041

REQUIREMENTS: PROVISION OF FOOD AND BEVERAGES FOR THE ASSOCIATION OF DEVELOPMENT FINANCING INSTITUTIONS IN ASIA AND THE PACIFIC (ADFIAP) 45th ANNUAL MEETING AND FOUNDING ANNIVERSARY

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount												
1 LOT	<p>PROVISION OF FOOD AND BEVERAGES FOR THE ASSOCIATION OF DEVELOPMENT FINANCING INSTITUTIONS IN ASIA AND THE PACIFIC (ADFIAP) 45TH ANNUAL MEETING AND FOUNDING ANNIVERSARY</p> <p>SCOPE OF WORK/SERVICES</p> <table><tr><td>EVENT</td><td>ADFIAP Welcome Dinner Reception and Awarding Ceremony</td></tr><tr><td>DATE</td><td>26 October 2022, Wednesday, 7:00-9:00 PM (indicative date)</td></tr><tr><td>VENUE</td><td>Conrad Hotel</td></tr><tr><td>SET-UP</td><td>Plated Round Table</td></tr><tr><td>NUMBER OF PAX</td><td>For 250 pax only</td></tr><tr><td>AUDIENCE PROFILE</td><td><u>100</u> Foreign Delegates mostly from Asian countries and <u>150</u> Local Delegates</td></tr></table> <p>1. Must be able to deliver the plated food & beverage requirements for 250 pax on 26 October 2022 at the official venue of ADFIAP</p>	EVENT	ADFIAP Welcome Dinner Reception and Awarding Ceremony	DATE	26 October 2022, Wednesday, 7:00-9:00 PM (indicative date)	VENUE	Conrad Hotel	SET-UP	Plated Round Table	NUMBER OF PAX	For 250 pax only	AUDIENCE PROFILE	<u>100</u> Foreign Delegates mostly from Asian countries and <u>150</u> Local Delegates	PhP625,000.00	PhP625,000.00
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	<ol style="list-style-type: none"> 2. Must be able to provide a selection of special international menus. Must submit at least 2 menu selections. 3. Must be able to accommodate dietary restrictions of guests (halal, vegetarians, diabetics, people with allergies, etc. with 15% provision for every meal or based on the list to be provided by TPB 4. Must be amenable to food presentation and tasting before the event, as may be required by the event organizers 5. Must be able to provide the appropriate number of dressed long and round tables, table centerpieces, and ambient decors to complement the theme of the event 6. Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel; standby waiters for all VIP tables and a dedicated Event Sales Leader to attend to all arrangements 7. Any other requirements that may be mutually agreed upon by the TPB and the supplier <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC Certificate 3. List of having worked with the Department of Tourism (DOT) and/or the Tourism Promotions Board (TPB) in one of the DOT/TPB-organized events in the past five (5) years 4. List of services for other government institutions for international and local events/functions 		
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	LEGAL REQUIREMENTS 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Omnibus Sworn Statement Attachments: 1. Technical Specifications Note: 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 PhP625,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **06 October 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

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

(MISS) GENESIS WEIYN B. LEE
(8) 525-7312 local 266