

## REQUEST FOR QUOTATION

30 May 2023

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

**Quotation No.** TPB-PR.2023.05.103

**PR No.** 5.037

**REQUIREMENTS: CATERING SERVICES FOR THE CONDUCT OF THE SUPERVISORY DEVELOPMENT COURSE TRACK 1**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF WORK/SERVICES:</b></p> <ul style="list-style-type: none"> <li>a. Venue: Within Metro Manila</li> <li>b. 35 pax. Minimum guarantee 25 pax.</li> <li>c. Provision of the following meals: <ul style="list-style-type: none"> <li>➤ Morning and afternoon snacks inclusive of one round of soda, tea or fruit juice (Preferred A.M. &amp; P.M. Snacks: Sandwiches or Pasta)</li> <li>➤ Managed Buffet inclusive of one round of soda, tea or fruit juice (minimum of 2 kinds of main course excluding vegetables as main)</li> <li>➤ Menu proposal to be submitted for TPB's approval</li> <li>➤ Flowing brewed coffee/tea for the participants while the event is on-going.</li> <li>➤ Mint, nuts, candies, or chips per cluster while training and workshop are on-going.</li> <li>➤ Provision of drinking water (either bottled or with dispenser)</li> </ul> </li> <li>d. Can Accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food)</li> <li>e. Food served shall be fresh, hot and ready at least 30 minutes before each meal.</li> <li>f. All dinnerware and glassware necessary for the event.</li> </ul>	Php150,000.00	Php150,000.00

### TOURISM PROMOTIONS BOARD PHILIPPINES

	<p>g. Designation of uniformed and well-trained banquet service personnel.</p> <p>h. Set-up ready one hour before the start of event.</p> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b> 13-16 June 2023 (4 days) 8:00am -5:00pm</p> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP150,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **05 June 2023 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.



**ELOISA A. ROMERO**

Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**(MISS) GENESIS WEIYN B. LEE**  
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