

2 October 2017

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2017.10.615

Requirements : **Venue and Food and Beverage Requirements for the Welcome Dinner Reception**

Project Title : **Dive Fiesta Philippines 2017**

Quantity	Technical Specifications	Estimated Total Amount(PhP)
1 Lot	<p>A. AVAILABILITY 10 October 2017</p> <p>B. LOCATION Within the Entertainment City, Manila</p> <p>C. VENUE</p> <ol style="list-style-type: none"> 1. Showcases a mix of Filipino modern and luxurious architecture with accents of rich textures and elegant tones 2. Floor area has at least 300sqm or bigger 3. Must have foyer to accommodate spillover of guests <p>D. FOOD AND BEVERAGE</p> <ol style="list-style-type: none"> 1. Round Table set-up for 175 pax 2. Complete dinnerware set 3. Tables with center piece 4. Buffet table with elegant skirting following the motif 5. Service Personnel clad in clean uniform 6. Set-up ready 1-hr before the start of dinner <p>E. OTHER PROVISIONS</p> <ol style="list-style-type: none"> 1. Registration Table 2. Existing Light and Sound System 3. Wi-fi access in the area 4. Signage and usherettes to guide the delegates to the venue 5. Valet Services and Car passes <p>F. PAYMENT Send bill arrangement</p> <p>Please see attached Terms of Reference for details</p>	750,000.00
Terms	As stated in the Terms of Reference	
Delivery	As stated	
ABC	PhP750,000.00 inclusive of service charge and all applicable taxes	

Please submit your **quotation and legal documents** not later than **6 October 2017, 12:00 PM**, email to janet_villafranca@tpb.gov.ph, subject to the Terms and Conditions stated herewith and the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila, addressed to the undersigned.

Thank you very much.

REMIGIO U. PAGADUAN, JR.

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. Mayor/Business Permit Certificate
2. PhilGEPS Registration Number
3. Income/Business Tax Return Certificate
4. Omnibus Sworn Statement
5. Company Profile