

**Request for Quotation**

13 October 2017

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

**Quotation No. TPB-PR.2017.10.647**

**Requirements: CATERING SERVICES & 8" ROUND OR 8X8"/8X12: SQUARE BIRTHDAY CAKE ON 20 OCTOBER 2017**

**Project Title : THEMED CATERING SERVICES TPB MONTHLY TOWN HALL MEETING  
20 OCTOBER 2017**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
171 PAX	<b>CATERING SERVICES ON 20 OCTOBER 2017 Theme: Diamond and Opal</b>	Php700.00	Php119,700.00
27 PCS	<b>8" ROUND OR 8X8"/8X12: SQUARE BIRTHDAY CAKE ON 20 OCTOBER 2017</b>	Php500.00	Php13,500.00
	<p><b>THEMED CATERING SERVICES TPB MONTHLY TOWN HALL MEETING 20 October 2017</b></p> <p><b>TERMS OF REFERENCE</b></p> <p><b>I. Objective:</b></p> <p>To provide themed catering service with provision of birthday cakes for the birthday celebrants for October Town Hall Meeting.</p> <ul style="list-style-type: none"> <li>Event : TPB October Town Hall Meeting</li> </ul>		

	<ul style="list-style-type: none"> <li>• Date : 20 October 2017</li> <li>• Time : 11:30 am</li> <li>• No. of Participants : 171 pax</li> <li>• No. of Birthday Celebrants: <ul style="list-style-type: none"> <li>- April 2017 13 pax</li> <li>- October 2017 14 pax</li> </ul> </li> </ul> <p><b>II. Budget:</b> P700.00/head/net of taxes – for the food, beverage and large birthday cake P500.00/ birthday celebrant – for individual birthday cake</p> <p><b>III. Specifications</b></p> <ol style="list-style-type: none"> <li>1. Provision of buffet lunch with drinks for 171 pax inspired the theme (Diamond and Opal) specified for the month of April and October.</li> <li>2. Can Accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food)</li> <li>3. Food served shall be fresh, hot and ready at least 30 minutes before the event</li> <li>4. Provision of drinking water</li> <li>5. Provision of birthday cakes for the individual birthday celebrants indicated above (8” round or 8x8”/8x12” square, preferably goldilocks, red ribbon or max’s cakes)</li> <li>6. Provision of One large birthday cake</li> <li>7. Provision of dressed tables and chairs for 171 pax</li> <li>8. Provision of two way buffet tables</li> <li>9. Provision of Waiters/ Service Personnel clad in clean uniforms</li> <li>10. Set-up ready one hour before the</li> </ol>		
--	--	--	--

	<p style="text-align: center;">start of event</p> <p><b>IV. Eligibility Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;</li> <li>2. Must have experience in holding/staging social events and functions</li> <li>3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)</li> </ol> <p><b>VI. Contract of Service/Financial Proposal</b></p> <p>The financial proposal should cover the following expenditures:</p> <ol style="list-style-type: none"> <li>1. Catering services</li> <li>2. Birthday cakes</li> </ol> <p><b>VII. Approved Budget for the Contract (ABC)</b></p> <p>Approved budget for the contract is Php 133,200.00 inclusive of all applicable taxes.</p> <p><b>VII. Mode of Payment</b></p> <p>Send bill arrangement</p> <p><i><b>*For any need for clarification regarding the event requirements you may contact Project officer:</b></i></p> <p>MARIANNE E. ANQUILO  Personnel and Human Resources  Development Division</p>		
--	---	--	--

	<p>TOURISM PROMOTIONS BOARD 4/F, Legaspi Towers 300</p> <p>Roxas Boulevard, Manila 1004 Philippines</p> <p>Office : +63 2 5259318 to 27 loc 216 / 5245739 Email : marianne_anquilo@tpb.gov.ph</p> <p>*** Nothing Follows***</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 133,200.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **17 October 2017, 1:00 p.m.** thru email at [joanna\\_casimiro@tpb.gov.ph](mailto:joanna_casimiro@tpb.gov.ph) or thru fax no. 02 526-5971, subject to the Terms and Conditions attached herewith, stating 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.

Please address your quotation to the undersigned.

Thank you very much.

**REMIGIO U. PAGADUAN JR.**

Officer – In – Charge  
Procurement and General Services Division

Contact Person

**JOANNA MARIE C. CASIMIRO**

Contact No

525-93-18 loc. 208  
[joanna\\_casimiro@tpb.gov.ph](mailto:joanna_casimiro@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.

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

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement
7. Income Tax Return