

Request for Quotation

12 October 2017

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

Quotation No. TPB-RFQ.2017.10.641

Requirements: MEALS AND BEVERAGE FOR 2 DAYS MEETING ON 3 NOVEMBER 2017 & 7 NOVEMBER 2017

Project Title: ISO 9001:2008 OPENING AND CLOSING MEETING OF INTERNAL QUALITY AUDIT ON 3 NOVEMBER 2017 & 7 NOVEMBER 2017

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
100 pcs.	<p>MEALS AND BEVERAGE FOR 2 DAYS ISO 9001:2008 OPENING AND CLOSING MEETING OF INTERNAL QUALITY AUDIT ON 3 NOVEMBER 2017 & 7 NOVEMBER 2017</p> <p>TERMS OF REFERENCE (TOR)</p> <p>SPECIFICATIONS:</p> <ol style="list-style-type: none"> 1. Existing Credit Line with TPB 2. Food/Meal <ul style="list-style-type: none"> *Buffet Lunch inclusive of one round of Soft drinks or iced tea and ice for beverage *Can accommodate special diet (for personnel with special needs: vegetarians, diabetics, or people with allergies) *Food served shall be fresh, hot and ready at least 30 minutes before the event *Minimum guarantee of 100 pax 3. Arrangement Set-Up <ol style="list-style-type: none"> a. All dinnerware and glassware necessary for the event b. Waiter/Service Personnel clad in clean uniforms 	Php600.00	Php60,000.00

	c. Buffet Table with clean linens d. Set-up ready one hour before the start of the event 4. Other Concerns a. Actual number of pax is subject to be confirmed one week before the event b. Provide cost per head in case of additional person c. Any other arrangements that may be mutually agreed upon by the TPB and the service provider		
Terms	30 days upon receipt of invoice		
ABC	Php60,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **20, October 2017, 1:00 P.M.** thru email at 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

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

