

Request for Quotation

28 October 2017

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

Quotation No. TPB-PR. 2017.10.672

**Requirements: LEASE OF VENUE, DINNER RECEPTION, METRO MANILA
17, NOVEMBER 2017**

**Project Title: Australia – New Zealand Mega Familiarization Tour
10-19 November 2017
Cebu, Coron, Boracay, Bohol, Manila**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1	<p>LEASE OF VENUE, DINNER RECEPTION, METRO MANILA -17, NOVEMBER 2017</p> <p>Australia – New Zealand Mega Familiarization Tour 10-19 November 2017 Cebu, Coron, Boracay, Bohol, Manila</p> <p>I. VENUE REQUIREMENTS:</p> <p>The venue must be able to provide the following on 17 November 2017:</p> <ol style="list-style-type: none"> 1. A venue for a dinner reception with a program of activities good for approximately 80-90 pax in Bonifacio Global City (BGC), Metro Manila. 2. A dinner package/catering for 80-90 pax, inclusive of free flowing beverages. 3. An entertainment package featuring a variety of festive song and/or dance numbers, catering to 	Php200,000.00	Php200,000.00

	<p>ages 18-65 years old.</p> <p>4. A venue to provide all applicable technical equipment, cleaning services, catering services, security and manpower services for the duration of the event.</p> <p>(TPB is awaiting sponsorship from the private sector)</p> <p>*Total cost should be based on actual consumption *Secured sponsorships should be deducted from the total expenses</p> <p>II. PAYMENT PROCEDURE:</p> <p>Send bill to the TOURISM PROMOTIONS BOARD – ATTN: James A. Sy, after the completion of services</p> <p>III. EVALUATION PROCEDURE:</p> <p>The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget.</p> <p>PROJECT OFFICER:</p> <p>MICAELA B. OCHOA Market Specialist, ASEAN & the Pacific Division International Promotions Department</p> <p>TOURISM PROMOTIONS BOARD 4/F, Legaspi Towers 300 Roxas Boulevard, Manila 1004 Philippines Office : +63 2 5259318 to 27 loc 203 / 5257320 Email : micaela_ochoa@tpb.gov.ph</p> <p>**** Nothing Follows****</p>		
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Terms	30 days upon receipt of invoice		
ABC	Php200,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **06, November 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