

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. 2017.10.678

**Requirements: LEASE OF VENUE AND ACCOMMODATION METRO MANILA
17-19, 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 AND ACCOMMODATION METRO MANILA 17-19, NOVEMBER 2017</p> <p style="text-align: center;">Australia – New Zealand Mega Familiarization Tour 10-19 November 2017 Cebu, Coron, Boracay, Bohol, Manila</p> <p>I. VENUE REQUIREMENTS:</p> <p>The hotel venue must be able to provide the following:</p> <p>1. Internet Connectivity - High-speed internet for 200 concurrent users on multiple devices (at least 100 mbps with appropriate access points) in all areas to be designated within the venue</p> <p>2. B2B Session/Networking Activity on 17 November 2017 – To provide at least 20 IBM tables, free flowing coffee, tea and snacks good for 80 pax, basic sound system, LED/LCD projector and other technical</p>	Php576,000.00	Php576,000.00

	<p>equipment.</p> <p>3. Provision of table top signage standees (B2B sessions)</p> <p>4. Signage stands for meeting rooms and directional signage</p> <p>5. Cocktail Reception on 17 November 2017 inclusive of canapés and beverages to be provided after the networking activity (good for 80 pax)</p> <p>ACCOMMODATION REQUIREMENTS:</p> <p>The hotel venue must be able to provide the following:</p> <p>1. 38 twin sharing room accommodation with breakfast in Pasay City, Makati City or Bonifacio Global City (BGC), Metro Manila for a 3D2N stay on 17-19 November 2017. Hotel should be DOT Accredited AA - AAA (or its equivalent)</p> <p>2. Lunch in one of the hotel's restaurants good for 76 pax upon arrival on 17th November 2017.</p> <p><i>(Awaiting approval of sponsorship)</i></p> <p>*Total cost of accommodation should be based on actual room expenses</p> <p>*Secured sponsorships should be deducted from the total expenses</p>		
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	<p>IV. Time Frame and Schedule of Work</p> <p>A hotel venue to provide the mentioned services from 17-19 November 2017. (Please see attached itinerary)</p> <p>V. Eligibility Requirements</p> <ol style="list-style-type: none"> 1. Must be DOT accredited. 2. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps). 3. Must be a member of DOT recognized organizations. 4. Must have handled at least three (3) government projects / events. 5. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor. <p>II. Technical Eligibility Documents</p> <ol style="list-style-type: none"> 1. Company Profile 2. PhilGeps Accreditation 3. Valid DOT accreditation certificate 4. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name. 5. Valid and current Mayor's permit/municipal license <p>III. BUDGET:</p> <p>The allotted budget is PHP 576,000.00 (inclusive of all applicable taxes).</p> <p>IV. PAYMENT PROCEDURE:</p> <p>Send bill to the TOURISM PROMOTIONS BOARD – ATTN: James A. Sy, after the completion</p>		
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	<p>of services</p> <p>V. EVALUATION PROCEDURE:</p> <p>The winning bid shall be selected not solely based on the amount of bid, provided that amount of bid does not exceed the 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>		
Terms	30 days upon receipt of invoice		
ABC	Php576,000.00 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