

## Request for Quotation

09 November 2017

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

**Quotation No. TPB-PR.2017.11.704**

**Requirements: MEETING VENUE AND FOOD AND BEVERAGE ON  
20 & 21 NOVEMBER 2017**

**Project Title: STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)  
WRITESHOP ON 20 & 21 NOVEMBER 2017**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1	<p><b>MEETING VENUE AND FOOD AND BEVERAGE ON STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) WRITESHOP ON 20 &amp; 21 NOVEMBER 2017</b></p> <p>No. of participants: 32-35 persons Budget: P 168,000.00-for meeting venue and food and beverage (P 2,400/pax)</p> <p>Requirements and Conditions:</p> <ol style="list-style-type: none"> <li>1. Existing Credit Line with TPB and must be DOT accredited</li> <li>2. Distance: at least 600 away from TPB Office,(4-5 star hotel located at the bay area)</li> <li>3. Food/Meal for the Workshop               <ol style="list-style-type: none"> <li>A. AM &amp; PM Snacks inclusive of one round of soft drinks or iced tea (Preferred AM &amp; PM Snacks : Pasta or Sandwiches)</li> <li>B. Buffet Lunch inclusive of one round of soft drinks or iced tea</li> </ol> </li> </ol>	Php168,000.00	Php168,000.00

	<p>and ice for beverage (minimum of 4 kinds of main course)</p> <p>C. Flowing coffee/tea for the participants while the event is on-going</p> <p>D. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)</p> <p>E. Drinking water shall be provided for the participants</p> <p>F. Food served shall be fresh, hot and ready at least 30 minutes before each meal.</p> <p>4. Arrangement Set-Up</p> <p>A. Designated banquet coordinator</p> <p>B. Round-table set-up during lunch</p> <p>C. Set-up ready one hour before the start of the session in the morning</p> <p>5. Venue</p> <p>Provision of other facilities/service free of charge, as follows:</p> <p>*Cluster set-up good for 30 pax (5 tables with 6 chairs, with enough space to move around)</p> <p>*3 Easel boards with Easel sheets</p> <p>*White board with marker and eraser</p> <p>*LCD Projector and Screen</p>		
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	<p>*Lobby and Function Room signages</p> <p>*Registration table with telephone</p> <p>*Microphones (wireless; minimum 4 pieces)</p> <p>*Extension Cords (minimum 3 pieces)</p> <p>*Existing Light and Sound System</p> <p>*Pencil and pads</p> <p>*Mints and candies</p> <p>6. Concession</p> <p>A. Complimentary overnight accommodation with breakfast for a twin-sharing room (20-21 November 2017)</p> <p>For Particulars please contact the following:</p> <p>Marivic M. Sevilla</p> <p>Tel. Nos. : 525-9318 to 27 local 270 or 525-6443</p> <p>Email Address: mavic_sevilla@tpb.gov.ph</p> <p>Millisa M. Nuada</p> <p>Tel. Nos. : 525-9318 to 27 local 270</p> <p>Email Address: millisa_nuada@tpb.gov.ph</p>		
Terms	30 days upon receipt of invoice		
ABC	<b>Php168,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **16, November 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