

December 19, 2023

REQUEST FOR QUOTATION

Request for Quotation No. TPB-PR.2023.12.375

Requirements: Lease of Venue: Function and Secretariat Room with Technical and Physical Specifications, Food & Beverages

Approved Budget : One Million Seven Hundred Fifty-six Thousand Two Hundred Eighty-one Pesos and 91/100 only (PhP1,756,281.91)

The Tourism Promotions Board, through its Bids and Awards Committee (BAC), intends to do a Lease of Venue to provide the following requirements: Function and Secretariat Room with Food and Beverages

The lease of venue will be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, other known as the Government Procurement Law.

As such, **SHERATON MANILA HOTEL** is invited to **submit a quotation/proposal** duly signed by your authorized representative not later than **December 27, 2023, until 10:00 A.M.** for the items described in the Technical Specifications, subject to the Terms and Conditions stated herewith.

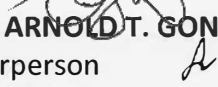
Please submit your quotation/proposal documents to the Bids and Awards Committee, Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila

Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. 2023 Mayor/Business Permit
2. SEC / DTI Registration Certificate
3. PhilGEPS Membership/ Certificate
4. Revised Omnibus Sworn Statement
5. Income/Business Tax Return

For any clarification, you may contact the BAC Secretariat at telephone number 8525-9318 loc. 261 or email at soc_torres@tpb.gov.ph and bac_sec@mis.tpb.gov.ph

Thank you very much.


MR. ARNOLD T. GONZALES
Chairperson
Bids and Awards Committee

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS FOR LEASE OF VENUE WITH ACCOMMODATION, FOOD, AND BEVERAGES

After having carefully read and accepted the Terms and Conditions, I / we submit my / our quotation as follows (*Bidders are required to take note of the * portion at the last page of this form before filling up the required columns*):

REQUIREMENT: LEASE OF VENUE WITH FOOD AND BEVERAGE			
PROJECT TITLE: TRAVEL PHILIPPINES APP EVENT			
APPROVED BUDGET COST (ABC): ONE MILLION SEVEN HUNDRED FIFTY SIX THOUSAND TWO HUNDRED EIGHTY ONE PESOS AND 91/100 ONLY (PHP1,756,281.91)			
PROPERTY/BIDDER NAME:			
TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE
	COMPLIANT	NOT COMPLIANT	
I. AVAILABILITY			
Function Room with Food and Beverage must be available on 16 February 2024, inclusive of ingress and egress.			
II. LOCATION AND SITE CONDITION			
Location must be within Manila, Parañaque, Makati or Taguig			
Venue must be 500-700 sqm.			
Twenty (20) complimentary parking spaces and passes for TPB official vehicles, rented buses, and vehicles of guests and VIPs			
III. NEIGHBORHOOD DATA			
Maintains the minimum health and safety protocols in the building including the common areas			
IV. VENUE / FOOD & BEVERAGES			
Venue			
Date: 16 February 2024, 6:00 AM to 11:30 PM			
Capacity: 450-500 pax, banquet set up			
Must have 45-50 round tables with 10 chairs each			
With centralized air conditioning system and well-lit during the event proper			
With complimentary Wi-Fi (at least 100mbps) for guests and high-speed internet for the technical requirements of the event.			
With complimentary use of available LED/LCD Screen and Projector			
With signages from the lobby to the event area			
Provision of physical and technical Requirements, as follows: <ul style="list-style-type: none"> audio and visual equipment at least wireless 4 Microphones with stands stage for the presentation (at least 12 x 20 ft. and 3 ft in height) LED/LCD Screen and Projector extension cords for the secretariat registration area and tech booth stage risers Hot and Cold water dispenser (with daily supply of mineral water) 			
Designate at least five (5) banquet personnel to assist in the venue set-up and dismantling (ingress and egress)			
Food and Beverages			
16 February 2024			
No. of Pax: 450-500 pax Cocktails and Dinner			
Themed Cocktails and Dinner in Filipino, Oriental, and Continental cuisine options			
Managed buffet with one round of iced tea, juice, or soda			
With free-flowing coffee and tea or a bar set up with drinks			
30% menu provision for vegetarian halal, gluten free, etc.			
Dressed tables/chairs set-up			
Ambient décor/incentivized set-up to complement the overall theme or look of the event			
Designate uniformed and well-trained banquet service			

Secretariat Room			
Boardroom set up with tables and chairs for 10 pax			
With local telephone, internet (LAN and WiFi with at least 100mbps)			
Provision of electric outlets and extension cords			
Assorted snacks and free flowing coffee and tea			
Hot and Cold-water dispenser with daily supply of mineral water			
Storage area			
Registration Area			
Atleast four (4) IBM tables and chairs both with cloth cover			
Provision of electric outlets and extension cords			
VIP Lounge/Holding Room			
Lounge set-up for 10 pax			
With internet (WiFi)			
Assorted snacks, free-flowing coffee and tea			
Hot and Cold water dispenser with daily supply of mineral water			
Assigned with wait staff			
Provision for electric outlets and extension cords			
Preferably adjacent to the Secretariat room			
V. OTHER REQUIREMENTS			
Final F&B minimum guarantee should be based on participants estimates one (1) week before the event			
Should the organizing committee be able to secure meal and beverage hosting, the cost equivalent to the sponsorship value should not be included in the SOA. TPB Shall inform of the sponsorships one (1) week before the event.			
Designation of a point person who will coordinate with TPB			
Must be flexible and could adjust immediately to urgent requirements			
Accommodate additional requirements that may be mutually agreed upon by the TPB and the service provider as long as it is within the bid price			
Medical clinic with a doctor and/or nurse on standby in the hotel during the implementation of the event			
Waived corkage fees/charges for snacks, meals, and beverages secured from sponsorship/hosting that will be entered and consumed inside the venue			
Provision of special areas and facilities for PWDs within the venue			
Wet umbrella wrapping plastic bag dispenser at the venue/entrance			
LED/LCD Screens for announcements and presentations			
Directional signages (from the lobby to the venue area)			
Basic A/V System			
Must include engineering and janitorial services			
Must provide 10% buffer for any additional cost subject to the approval of the TPB			

***Bidder/s are encouraged to be as specific as possible in stating level of compliance to the technical specification**

Offered Quotation in Words:		
Offered Quotation in Figures:		
Signature Over Printed Name of Bidder	Position and Company	Date