

**REQUEST FOR QUOTATION**

07 March 2024

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

**Quotation No.** TPB-PR.2024-03-076

**PR No.** 03.003

**REQUIREMENTS: Catering Services for the 2024 TPB Quarterly Townhall Meeting**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																
1 Lot	<p><b>Scope of Work and Deliverables:</b> The Tourism Promotions Board (TPB) is seeking a service provider of catering services for buffet lunch with drinks, inclusive of the delivery fee for:</p> <table border="1"> <thead> <tr> <th>Items</th> <th>Activity Description</th> <th>Date and Venue</th> <th>No. of Pax</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2<sup>nd</sup> Quarter Townhall Meeting</td> <td>10 June 2024 TPB premises</td> <td>200 Minimum guarantee 150 pax</td> </tr> <tr> <td>2</td> <td>3<sup>rd</sup> Quarter Townhall Meeting</td> <td>02 September 2024 TPB premises</td> <td>200 Minimum guarantee 150 pax</td> </tr> <tr> <td>3</td> <td>4<sup>th</sup> Quarter Townhall Meeting</td> <td>02 December 2024 TPB premises</td> <td>200 Minimum guarantee 150 pax</td> </tr> </tbody> </table> <p>1. The service provider must have the capability and resources to provide catering services and deliver them to either TPB Offices at 4F Legaspi Towers 300, Roxas Blvd. Malate Manila or at 6th Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City.</p> <p>2. Two hundred (200) pax, minimum guarantee of one hundred fifty (150) pax per event.</p> <p>3. Provision of the following meals:</p> <ul style="list-style-type: none"> <li>Managed buffet inclusive of one round of soda, tea, or fruit juice, minimum of two (2) kinds of main course (chicken/beef/pork/fish), one (1) soup, one (1)</li> </ul>	Items	Activity Description	Date and Venue	No. of Pax	1	2 <sup>nd</sup> Quarter Townhall Meeting	10 June 2024 TPB premises	200 Minimum guarantee 150 pax	2	3 <sup>rd</sup> Quarter Townhall Meeting	02 September 2024 TPB premises	200 Minimum guarantee 150 pax	3	4 <sup>th</sup> Quarter Townhall Meeting	02 December 2024 TPB premises	200 Minimum guarantee 150 pax	<p>Php100,000.00</p> <p>Php100,000.00</p> <p>Php100,000.00</p>	<p>PhP300,000.00</p>
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	<p>vegetable, and one (1) dessert)</p> <ul style="list-style-type: none"> <li>Coffee and tea station</li> <li>Can accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)</li> </ul> <p>4. Must submit menu selection at least one (1) week prior to the event for TPB’s approval.</p> <p>5. Food served shall be fresh, hot, and ready at least thirty (30) minutes before each meal.</p> <p>6. All dinnerware and glassware necessary for the event.</p> <p>7. Designation of uniformed and well-trained banquet service personnel.</p> <p>8. The set-up shall be done one (1) hour before the commencement of the event.</p>										
	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</b></p> <p><b><u>Attachments:</u></b></p> <ul style="list-style-type: none"> <li>Technical Specification (<b>Annex “A”</b>) Bidder’s Statement of Compliance</li> <li>Omnibus Sworn Statement (<b>Annex “B”</b>)</li> <li>SEC/DTI Registration Certificate</li> <li>Company profile (<b>New Supplier</b>)</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of thirty (30) calendar days.</li> </ul>										
	<p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Certificate</li> <li>Mayor’s Business Permit</li> <li>Income/Business Tax Return</li> <li>Omnibus Sworn Statement (<b>Annex “B”</b>)</li> </ol>										
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	<p><b>PAYMENT TERMS AND SCHEDULE:</b></p> <p>Payment shall be made based on the following milestones:</p> <table border="1"> <thead> <tr> <th>TRANCHE</th> <th>MILESTONES</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Tranche</td> <td>Full completion of deliverables for the 2<sup>nd</sup> Quarter Town Hall meeting</td> <td>P 100,000.00</td> </tr> <tr> <td>2<sup>nd</sup> Tranche</td> <td>Full completion of deliverables for the 3<sup>rd</sup> Quarter Town Hall meeting</td> <td>P 100,000.00</td> </tr> <tr> <td>3<sup>rd</sup> Tranche</td> <td>Full completion of deliverables for the 4<sup>th</sup> Quarter Town Hall meeting</td> <td>P 100,000.00</td> </tr> </tbody> </table> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</p> <p>Please send the billing statement to:  MARIA MARGARITA MONTEMAYOR NOGRALES  Chief Operating Officer  Tourism Promotions Board Philippines  4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104</p> <p>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.</p>	TRANCHE	MILESTONES	AMOUNT	1 <sup>st</sup> Tranche	Full completion of deliverables for the 2 <sup>nd</sup> Quarter Town Hall meeting	P 100,000.00	2 <sup>nd</sup> Tranche	Full completion of deliverables for the 3 <sup>rd</sup> Quarter Town Hall meeting	P 100,000.00	3 <sup>rd</sup> Tranche	Full completion of deliverables for the 4 <sup>th</sup> Quarter Town Hall meeting	P 100,000.00		
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ABC	Approved Budget for Contract (ABC) is PhP300,000.00 inclusive of all applicable taxes														

Please submit your quotation and legal documents thru email at [mike\\_solo@tpb.gov.ph](mailto:mike_solo@tpb.gov.ph) and the hard copy of quotation and legal documents in Tourism Promotions Board, 4<sup>th</sup> Floor Legaspi Towers, Vito Cruz Malate Manila not later than **14 March 2024 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much,



**JANET G. VILAFRANCA**

OIC, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**MIKE ANTHONY SOLO**  
(8) 525-7312 local 266

**TECHNICAL SPECIFICATION**

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance												
A.	<b>Scope of Work and Deliverables:</b> Catering Services for the 2024 TPB Quarterly Townhall Meeting	1 Lot													
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Please send the billing statement to:  
**MARIA MARGARITA MONTEMAYOR NOGRALES**  
 Chief Operating Officer  
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 Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office.  
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Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.

I hereby certify to Comply with all the above Technical Specifications.

\_\_\_\_\_  
 Name of Company/Bidder

\_\_\_\_\_  
 Signature over Printed  
 Name of Representative

\_\_\_\_\_  
 Date