



## **REQUEST FOR QUOTATION**

07 March 2024

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

Quotation No. <u>TPB-PR.2024-03-076</u> PR No. 03.003

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

Quantity		Part	iculars		Estimated	Estimated
-					Unit Price	Total Amount
1 Lot	The Touris provider c	Nork and Deliver of Promotions Bo of catering service of the delivery fee	oard (TPB) is see s for buffet lun	-		PhP300,000.00
	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	PhP100,000.00	
	2	3 <sup>rd</sup> Quarter Townhall Meeting	02 September 2024 TPB premises	200 Minimum guarantee 150 pax	PhP100,000.00	
	3	4 <sup>th</sup> Quarter Townhall Meeting	02 December 2024 TPB premises	200 Minimum guarantee 150 pax	PhP100,000.00	
	resources to either T Blvd. Mala Building, H 2. Tw	e service provider to provide caterin TPB Offices at 4F L ate Manila or at 6 Harbor Drive, Mal vo hundred (200) red fifty (150) pax	ng services and .egaspi Towers th Floor Five E- l of Asia Comple pax, minimum p	deliver them 300, Roxas Com Center ex, Pasay City.		
	• Ma	ovision of the follo anaged buffet incl	lusive of one ro			
	-	it juice, minimum iicken/beef/pork/	• •			





vegeta	ble, and one (1) dessert)		
•	Coffee and tea station		
•	Can accommodate spec	ial diets (halal	
vegeta	rians, pescatarians, diab	•	
-	lergenic, gluten-free, etc		
l lipoan			
4.	Must submit menu sele	ction at least one (1)	
week p	rior to the event for TPE	3's approval.	
5.	Food served shall be fre	esh, hot, and ready at least	
	30) minutes before each	-	
6.	All dinnerware and glas	sware necessary for the	
event.	All ulliner ware and glas	sware necessary for the	
	Designation of uniforme	ed and well-trained	
banque	et service personnel.		
8.	The set-up shall be don	e one (1) hour before the	
comme	encement of the event.		
ADDI	TIONAL TECHNICAL/ELIC	GIBILITY	
REQU	IIREMENTS:		
Attac	<u>hments:</u>		
•	Technical Specification	Annex "A")	
	Bidder's Statement of C		
•	<b>Omnibus Sworn Statem</b>	ent (Annex "B")	
•	SEC/DTI Registration Ce	rtificate	
•	Company profile (New	Supplier)	
NOTE	:		
•	All entries must be type	written on your	
	company letterhead.		
•	Price Validity shall be fo	r a period of thirty	
	endar days.		
IFGAL	REQUIREMENT:		
	ilGEPS Certificate		
	ayor's Business Permit		
	come/Business Tax Retu	rn	
	nnibus Sworn Statement		
	<u>CT TIMELINE/IMPLEMEN</u> activity Description	TATION: Date and Venue	
	arter Townhall Meeting	10 June 2024	
		TPB premises	
3 <sup>rd</sup> Qu	arter Townhall Meeting	02 September 2024	
		TPB premises	
4 <sup>th</sup> Qu	arter Townhall Meeting	02 December 2024	
		TPB premises	

		nue are subject to be finalized t	wo (2) weeks
		nduct of the event. RMS AND SCHEDULE:	
	Payment shall milestones:	l be made based on the follo	wing
	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
	-	be on a send-bill arrangemer η thirty (30) calendar days ι ement.	
	MARIA MARG Chief Operatin Tourism Prom	ne billing statement to: ARITA MONTEMAYOR NOGR ng Officer notions Board Philippines owers 300, Roxas Boulevard,	
	Statement sha	of Statement of Account / Bi all be personally brought to T livery fee will be shouldered	PB Office.
	Philippines (LF an LBP accour	be made through a Landban PB) deposit. If the supplier do nt, the supplier will shoulder	oes not have bank charges.
ABC		lget for Contract (ABC) is PhF I applicable taxes	2300,000.00

Please submit your quotation and legal documents thru email at **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. VILLAFRANCA

OIC, Procurement and General Services Division Administrative Department

Contact Person Contact No. **MIKE ANTHONY SOLO** (8) 525-7312 local 266

Annex "A"

## **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

t the	Individual parameters of	of each Specificat	ion		
em	Description			Total Quantity	Bidder's Statement of Compliance
	Scope of Work and D	Deliverables:		`1 Lot	
	Catering Services for Meeting		arterly Townhall		
	The Tourism Promoti	ons Board (TPB) i	is seeking a		
	service provider of ca	• •	-		
	with drinks, inclusive	of the delivery fe	ee for:		
	Activity	Date and	No. of Pax		
	Description	Venue			
	2 <sup>nd</sup> Quarter	10 June 2024	200		
	Townhall	TPB premises	Minimum		
	Meeting		guarantee		
			150 pax		
	3 <sup>rd</sup> Quarter	02 September	200		
	Townhall	2024	Minimum		
	Meeting	TPB premises	guarantee		
			150 pax		
	4 <sup>th</sup> Quarter	02 December	200		
	Townhall	2024	Minimum		
	Meeting	TPB premises	guarantee		
			150 pax		
	and resources to pro them to either TPB O Roxas Blvd. Malate N Center Building, Hark Pasay City. 2. Two hundred	ffices at 4F Legas Ianila or at 6th Fl oor Drive, Mall of (200) pax, minim	vices and deliver spi Towers 300, oor Five E-Com Asia Complex, num guarantee of		
	one hundred fifty (15 3. Provision of t	he following mea			
	<ul> <li>Managed buf</li> </ul>	fet inclusive of or	ne round of soda,		
	tea, or fruit juice, mi				
	course (chicken/beef vegetable, and one (	• • •	(1) soup, one (1)		
	• Coffee and te				
	Can accommo	odate special diet	is (nalal,		

vegetarians, pescatarians, dial hypoallergenic, gluten-free, et		
4. Must submit menu selower week prior to the event for TP		
5. Food served shall be fr least thirty (30) minutes befor		
6. All dinnerware and gla event.	ssware necessary for the	
<ol> <li>Designation of uniform banquet service personnel.</li> </ol>	ned and well-trained	
8. The set-up shall be dor the commencement of the even		
Attachments:	ent.	
<ul> <li>Technical Specification Bidder's Statement of (</li> <li>Omnibus Sworn Statem</li> </ul>	Compliance	
NOTE:	nent (Annex D)	
1. All entries must be typew	ritton on vour	
company letterhead.	interiori your	
<b>2.</b> Price Validity shall be for a	a period of thirty	
(30) calendar days.		
LEGAL REQUIREMENT:		
a. PhilGEPS Certificate		
b. Mayor's Business Permit		
c. SEC/DTI Registration Certi	ficate	
d. Income/Business Tax Retu	urn	
e. Omnibus Sworn Statemer	nt <b>(Annex "B")</b>	
Company profile <b>(New Sı</b>	upplier)	
PROJECT TIMELINE/IMPLEME		
Activity Description	Date and Venue	
2 <sup>nd</sup> Quarter Townhall Meeting	10 June 2024 TPB premises	
3 <sup>rd</sup> Quarter Townhall Meeting	02 September 2024 TPB premises	
4 <sup>th</sup> Quarter Townhall Meeting	02 December 2024 TPB premises	
* Dates and venue are subject to prior to the conduct of the event.		
PAYMENT TERMS AND SCHED Payment shall be made based milestones:		

г			
	TRANCHE	MILESTONES	AMOUNT
	1 <sup>st</sup> Tranche	Full completion	P 100,000.00
		of deliverables	
		for the $2^{nd}$	
		Quarter Town	
	0.15	Hall meeting	<b>P</b> 100 000 00
	2 <sup>nd</sup> Tranche	Full completion	P 100,000.00
		of deliverables for the 3 <sup>rd</sup>	
		Quarter Town Hall meeting	
	3 <sup>rd</sup> Tranche	Full completion	P 100,000.00
	5 <sup>th</sup> Hallelle	of deliverables	1 100,000.00
		for the 4 <sup>th</sup>	
		Quarter Town	
		Hall meeting	
Paym	nent will be on	a send-bill arrang	ement to be
settle	ed within thirt	y (30) calendar da	ys upon receipt of
billin	g of statement	t.	
Pleas	se send the bill	ling statement to:	
		A MONTEMAYOR N	NOGRALES
	Operating Of		
	-	is Board Philippine	c
		300, Roxas Boulev	
	• •	atement of Account	
-			· •
		personally brough	
	Otherwise, delivery fee will be shouldered by the		
suppl	lier.		
Payments will be made through a Landbank of the			
	Philippines (LPB) deposit. If the supplier does not have		
an LB	an LBP account, the supplier will shoulder bank		
charg	ges.		

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date