

28 June 2024

**REQUEST FOR QUOTATION (RFQ)**

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

RFQ No. TPB-PR 2024.06.166

**Requirements: Service Provider for the Management of the Corporate Social Responsibility (CSR) Module of MICECON 2024**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p><b>Accommodation, Food &amp; Beverage, Prizes, and Giveaways</b> <b>Date : 10-14 July 2024</b></p> <p><b>Deliverables</b></p> <p><b>A. CSR Food &amp; Beverage</b></p> <ol style="list-style-type: none"> <li>1. One hundred fifty (150 )pcs boxed lunch @ PhP1,500.00 per pax</li> <li>2. Fifteen (15) platters (1 platter good for 10 pax) of Kapampangan sisig</li> <li>3. Fifteen (15) platters (1 platter good for 10 pax) fresh sliced fruits</li> <li>4. Four (4) water stations</li> <li>5. Tents, tables and chairs at weekend market to accommodate 150 pax</li> <li>6. Skirted rectangular tables to be used for the distribution of boxed lunch</li> <li>7. One hundred fifty (150) meal stubs</li> <li>8. Four (4) uniformed servers</li> <li>9. Two (2) alcohol spray/pump stations</li> <li>10. Cleaning and waste disposal supplies</li> <li>11. One (1) facilitator</li> </ol> <p><b>B. Meals, Prizes, and Giveaways</b></p> <ol style="list-style-type: none"> <li>1. One hundred fifty (150) pcs T-shirts</li> <li>2. One hundred ten (110) pcs Apron with front pocket</li> </ol>	1,000,000.00	1,000,000.00

	<p>3. Prizes: Capiz lanterns, Kapampangan assorted nuts and pastries, San Nicolas cookies and/or Kapampangan chicharon</p> <p>4. Philippine MICE Youth Challenge awards: Trophy/plaque, framed certificate, and cash prize</p> <p>5. Forty-five (45) pcs plated hot lunch @ PhP1,500.00 per pax</p> <p>6. Forty-five (45) pcs plated PM snacks with cold drinks @ PhP500.00 per pax</p> <p>7. Coffee/tea service</p> <p><b>C. Accommodation and Food &amp; Beverage - Manila</b></p> <p>1. Business Hotel or higher Two (2) deluxe rooms /twin sharing/with breakfast/6 nights</p> <p>2. Four (4) packed lunches per day @ PhP 300.00 per pax for 7 days</p> <p>3. Four (4) packed dinner per day @ PhP 300.00 per pax for 7 days</p>		
	<p><b>Legal Documents</b></p> <ul style="list-style-type: none"> <li>▪ PhilGEPs Registration Certificate</li> <li>▪ Business/Income Tax Return Certificate</li> <li>▪ Mayor's Permit</li> <li>▪ Omnibus Sworn Statement</li> </ul> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Annex A_Technical Specification</li> <li>2. Annex B_Statement of Compliance</li> <li>3. Revised Omnibus Sworn Statement</li> </ol>		
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ All entries must be typewritten in your company letterhead.</li> <li>▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	PhP1,000,000.00, inclusive of applicable taxes		

Please submit your **quotation** together with the **legal documents** enumerated above to email address [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)/[janet\\_villafranca@tpb.gov.ph](mailto:janet_villafranca@tpb.gov.ph) not later than **04 July, until 5:00 PM.**

The submission of the quotation and other documents shall be in one (1) compressed file folder. For easy identification of email, the subject shall be in this format: **CSR\_MICECON <Company Name>**.

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**  
Officer-in-Charge  
Procurement and General Services Division  
Administrative Department

Contact Details: [janet\\_villafranca@tpb.gov.ph](mailto:janet_villafranca@tpb.gov.ph) / 85259318 loc. 270