

August 30, 2024

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

Quotation No. TPB-PR. 2024-08-233

REQUIREMENTS: Service Provider for the Food and Beverage

Project: 2nd Philippine Organizing Committee for Expo 2025 Osaka, Japan

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>Event: 2nd Philippine Organizing Committee (POC) Meeting for Expo 2025 Osaka</p> <p>Date (Indicative): 12 September 2024 Time: 1:00 PM *set up should be ready by at least 1 hour before the time of event</p> <p>Venue: Department of Tourism Multi-Purpose Hall (6th Floor, DOT building) Makati City</p> <p>F&B requirement/ Set-Up</p> <ul style="list-style-type: none"> • Heavy Snacks menu* to include drinks (juice/ ice tea/ softdrinks) • Free flowing coffee service • Catering table, linens, dishware, utensils and all necessary paraphernalia <p>*Must be able to provide gluten-free and other possible dietary requirements of guests</p> <p>Est. Number of Pax: 50 The establishment/F&B Provider should be able to deliver the following:</p>	PhP50,000.00	PhP50,000.00

1. Must be able to deliver the above-specified requirements during the event at the event venue.
2. Must be able to provide uniformed and banquet service personnel, as needed and a dedicated contact to attend to all arrangements
3. Winning Bidder must submit a sample menu for approval of the DOT-TPB before finalization of menu.
4. Any other requirements that may be mutually agreed upon by the TPB and the supplier

APPROVED BUDGET FOR THE CONTRACT
 Approved Budget for the Contract (ABC) is FIFTY THOUSAND PESOS (P50,000.00) inclusive of all applicable fees and taxes.

TERMS OF PAYMENT

- A. Send bill arrangements
- B. Full payment 30 working days or after services are rendered in full/complete
- C. The following document should be submitted by the winning bidder for the processing of payment:
 - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

MARIA MARGARITA MONTEMAYOR
 NOGRALES
 Chief Operating Officer/Officer-in-Charge
 Tourism Promotions Board
 4/F Legaspi Towers 300, Roxas Blvd., Manila
 1100

- D. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

	CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all the deliverables.		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP50,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **03 September 2024 on or before 5:00 P.M.** 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, 6th Floor, Five E-com Center, Harbor Drive Mall Of Asia Complex, Pasay City.

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.



ROSELLE D. ROMERO *so c*
 OIC, Procurement and General Services Division
 Administrative Department

Contact Person
 Contact No.

MR. SOCRATES G. TORRES
 (8) 525-9318 local 266