

01 October 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-10-266
PR No. 09.030 / 2024-09-198
Requirements: SERVICE PROVIDER FOR THE FOOD AND BEVERAGE SERVICES FOR THE HOSTING OF ASIYA: ASIAN MUSIC FESTIVAL & SHOWCASE 2024


Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>WELCOME DINNER Date/Time: 11 October 2024 6:00PM-8:00PM Venue: Ilustrado Restaurant in Intramuros Manila Number of pax: 50 pax Set-up: Buffet</p> <ul style="list-style-type: none"> • Must be able to cater food and beverage requirements to the number of persons required per event. • Menu for approval of TPB. • Must provide an allocation for one round of beverage. • Can accommodate special diet (for personnel with special dietary needs, vegetarians, diabetics, low-sodium, hypoallergenic or gluten free with allergies and people who eat halal food) for confirmation with TPB. • Must provide free-flowing coffee or tea station. • Must be able to provide appropriate styling and linen for the banquet set up following the theme of the dinner (for confirmation with TPB). • Must be able to provide uniformed and well-trained banquet service personnel. • Food served shall be fresh, hot and ready 30 minutes before the scheduled time. • With ambient entertainment (for confirmation with TPB). • With basic audio visual technical (lights and sounds) 		

	<p>LEGAL REQUIREMENTS: PhilGEPS Registration Number/ Certificate Business/Mayor's Permit BIR Certificate of Registration</p> <p>NOTE: 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days.</p>		
Delivery	11 October 2024 from 6:00PM to 8:00PM		
Terms	Thirty (30) working days from the receipt of invoice/billing.		
ABC	PhP250,000.00 inclusive of all applicable taxes.		PhP250,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than **04 October 2024 at 12:00 PM**, subject to the Terms and Conditions stated herein.

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. VILLARRANCA
Officer-in-Charge
Procurement and General Services Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE FOOD AND BEVERAGE SERVICES FOR THE HOSTING OF ASIYA: ASIAN MUSIC FESTIVAL & SHOWCASE 2024

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>The TPB is in need of Food and Beverage (F&B)/ meals for the hosting of the dinner for the VIPs on 11 October 2024 at the Ilustrado Restaurant in Intramuros, Manila.</p> <p>Number of pax: 50 pax Set-up: Buffet</p> <ul style="list-style-type: none"> • Must be able to cater food and beverage requirements to the number of persons required per event. • Menu for approval of TPB. • Must provide an allocation for one round of beverage. • Can accommodate special diet (for personnel with special dietary needs, vegetarians, diabetics, low-sodium, hypoallergenic or gluten free with allergies and people who eat halal food) for confirmation with TPB. • Must provide free-flowing coffee or tea station. • Must be able to provide appropriate styling and linen for the banquet set up following the theme of the dinner (for confirmation with TPB). • Must be able to provide uniformed and well-trained banquet service personnel. • Food served shall be fresh, hot and ready 30 minutes before the scheduled time. • With ambient entertainment (for confirmation with TPB). • With basic audio visual technical (lights and sounds) 	
2	<p>PROJECT IMPLEMENTATION</p> <p>Date/Time: 11 October 2024 6:00PM-8:00PM Venue: Ilustrado Restaurant in Intramuros Manila</p>	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

3	<p>LEGAL REQUIREMENTS</p> <ul style="list-style-type: none"> • PhilGEPS Registration Number/ Certificate • Business/Mayor's Permit • BIR Certificate of Registration 	
4	<p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The Approved Budget for the Contract (ABC) is TWO HUNDRED FIFTY THOUSAND PESOS ONLY (Php250,000.00) inclusive of all applicable fees and taxes.</p>	
5	<p>TERMS OF PAYMENT</p> <ul style="list-style-type: none"> • Supplier must be willing to accept send-bill arrangement. • Payment will be based on the actual cost. • Payment term is thirty (30) days upon receipt of invoice, billing, and/or other pertinent documents. • Payment will be made through Land Bank of the Philippines (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier. • Supplier shall provide the original copy of Statement of Account/ Billing Statement/ Official Receipt to the TPB Office. Otherwise, the payment will not be processed. • Statement of Account/ Billing Statement addressed to <p style="text-align: center;"> MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer, Tourism Promotions Board 6/F, Five E-Com Center, Harbor Drive MOA Complex, Pasay City </p>	
6	<p>CONTRACT DURATION</p> <p>The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.</p>	

Name of Company/Bidder

Signature over Printed Name
of Representative

Date