

04 November 2024

ATTN: MS. KASSY E. DANGANAN

Sales Executive

The Illustres Food Concepts and Catering Corp.

Email: catering.ilustrado1@gmail.com

REQUEST FOR QUOTATION (RFQ) No. 2024-11-301

PURCHASE REQUEST (PR) No. 10.041 / 2024-10-233

REQUIREMENTS: FOOD AND BEVERAGE SERVICES FOR THE HOSTING OF COCKTAIL RECEPTION FOR THE PHILIPPINE STUDIES CONFERENCE

The Tourism Promotions Board Philippines (TPBPHL), through its Bids and Awards Committee (BAC) intends to procure the **Food and Beverage Services for the Hosting of Cocktail Reception for the Philippine Studies Conference**. The **Approved Budget for the Contract (ABC) is THREE HUNDRED FIFTY THOUSAND PESOS ONLY (PhP350,000.00)**. Financial proposal in excess of the ABC shall be automatically rejected.

The procurement of the requirement shall be undertaken thru **Section 50 (a) - Direct Contracting** in accordance with the provisions of Annex "H" of the revised Implementing Rules and Regulations of the Republic Act No. 9184, otherwise known as the Government Procurement Law.

The TPBPHL through the BAC Secretariat is inviting the **Illustres Food Concepts and Catering Corp.** to submit a quotation for the Food and Beverage Services for the Hosting of Cocktail Reception for the Philippine Studies Conference. The complete details of the requirements are provided in the Technical Specifications attached hereto.

Please submit your **quotation together with the duly accomplished Technical Compliance and the relevant documents enumerated below** to the email address ada_cruz@tpv.gov.ph / bac_sec@tpb.gov.ph no later than 11 November 2024 at 12:00 PM.

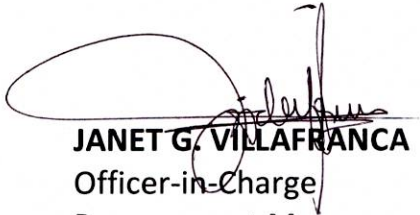
Following are the relevant documents:

1. Mayor's/ Business Permit
2. PhilGEPS Registration Number/ Certificate
3. BIR Certificate of Registration

For any clarification, you may send an email to the BAC Secretariat at the addresses stated above.

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

Officer-in-Charge

Procurement Management Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

FOOD AND BEVERAGE SERVICES FOR THE HOSTING OF COCKTAIL RECEPTION FOR THE PHILIPPINE STUDIES CONFERENCE

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 requires Food and Beverage (F&B) services for the hosting of Cocktail Reception on 27 November 2024 at the Ilustrado Restaurant.</p> <p>Number of pax: 250 pax Set-up: Cocktail</p> <p>The catering service provider is expected to deliver the agreed quality and quantity of food and beverages, ideally Filipino dishes, at the designated time. Additionally, the caterer must provide an outdoor venue suitable for the event.</p>	
2	<p>As part of the service, the caterer is required to implement an incentivized catering program to encourage high-quality service and enhance guest satisfaction.</p>	
3	<p>The specific requirements include: The catering service will accommodate approximately 250 pax</p>	
4	<p>Buffet tables with white linen tablecloth, where food and assorted drinks are laid out:</p> <ul style="list-style-type: none">a. Managed buffet table set-up and pass-around serviceb. High cocktail tables with linen and appropriate centerpieces	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	c. Menu choices for pica-pica / finger foods	
5	<p>Preferred Menu and drinks:</p> <ul style="list-style-type: none"> • Appetizers / Canapés • Noodles / Rice • Bread / Crackers • Soup • Pica-pica • Vegetarian option • Carving station • Dessert (2 choices) <p><i>*Three (3) choices of beverages (inclusive but not limited to the following: mango juice/ calamansi juice / ube beverage)</i></p>	
6	The caterer should specialize in serving traditional Filipino cuisines, catering services for state functions, cultural milestones, and government events.	
7	Proposed menus should be submitted together with the quotation. Menus shall be subject to the approval of the TPB and DFA-OCD.	
8	Food labels must include names and ingredients used e.g. seafood, nuts, pork, etc.	
9	Personnel/staff are preferably dressed in Filipino-themed attire.	
10	The supplier is expected to provide staff that can serve beverages and meals	
11	Perform the contracted service within the same day ingress/set-up. Serve. Dismantle, and clean the catering stations, when requested.	
12	The caterer should implement an incentivized catering program to ensure excellent service quality. This could involve recognition for staff excellence, promptness in service, and effective guest interactions, all aimed at elevating guest satisfaction.	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

13	The supplier must have plans for outdoor catering and implement contingency arrangements for adverse weather conditions to ensure seamless service.	
14	PROJECT IMPLEMENTATION Date/Time: 27 November 2024 7:30 PM – 9:30 PM, excluding ingress and egress Venue: Ilustrado Restaurant	
15	CONTRACT DURATION 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.	

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

TECHNICAL SPECIFICATIONS
FOOD & BEVERAGE SERVICES FOR THE HOSTING OF COCKTAIL RECEPTION FOR THE
PHILIPPINE STUDIES CONFERENCE PARTICIPANTS OF THE
DEPARTMENT OF FOREIGN AFFAIRS – OFFICE OF CONSULAR DIPLOMACY

I. BACKGROUND

The Department of Foreign Affairs (DFA) through its Office of Cultural Diplomacy (OCD), in partnership with the UP Asian Center (Diliman), will organize its first-ever Philippine Studies Conference to be held in Manila on 27 to 29 November 2024.

This inaugural conference seeks to consolidate the gains achieved by the Philippine Studies Program over the years and to advance the momentum in promoting Philippine Studies abroad. Moreover, the proposed Philippine Studies Program Conference in November 2024 will be an opportunity to promote Philippine culture; foster understanding and support for Philippine interests internationally; and strengthen the diplomatic and cultural ties of the Philippines with other countries.

For this purpose, the DFA-OCD has designated Ilustrado Restaurant as the official venue of the cocktail reception of the Philippine Studies Conference participants.

II. OBJECTIVES

The objectives of the conference are to:

- Consolidate the gains made by the Philippine Studies Program over the years.
- Promote Philippine Studies globally.
- Advance cultural diplomacy by fostering understanding and support for Philippine interests internationally.
- Strengthen diplomatic and cultural ties between the Philippines and other countries.

In view of this, the TPB requires Food and Beverage (F&B) services for the hosting of Cocktail Reception on 27 November 2024 at the Ilustrado Restaurant.

III. SCOPE OF WORK/SERVICES

COCKTAIL RECEPTION

Date / Time : 27 November 2024 | 7:30PM – 9:30PM
Venue : Ilustrado Restaurant
Number of pax : 250 pax
Set-Up : Cocktail

The catering service provider is expected to deliver the agreed quality and quantity of food and beverages, ideally Filipino dishes, at the designated time. Additionally, the caterer must provide an outdoor venue suitable for the event.

As part of the service, the caterer is required to implement an incentivized catering program to encourage high-quality service and enhance guest satisfaction. The specific requirements include:

1. The catering service will accommodate approximately 250 pax
2. Buffet tables with white linen tablecloth, where food and assorted drinks are laid out:

- a. Managed buffet table set-up and pass-around service
- b. High cocktail tables with linen and appropriate centerpieces
- c. Menu choices for pica-pica / finger foods

Preferred Menu and drinks:

- Appetizers / Canapés
- Noodles / Rice
- Bread / Crackers
- Soup
- Pica-pica
- Vegetarian option
- Carving station
- Dessert (2 choices)

* Three (3) choices of beverages (*inclusive but not limited to the following: mango Juice/calamansi juice / ube beverage*)

3. The caterer should specialize in serving traditional Filipino cuisines, catering services for state functions, cultural milestones, and government events.
4. Proposed menus should be submitted together with the quotation. Menus shall be subject to the approval of the TPB and DFA-OCD.
5. Food labels must include names and ingredients used e.g. seafood, nuts, pork, etc.
6. Personnel/staff are preferably dressed in Filipino-themed attire.
7. The supplier is expected to provide staff that can serve beverages and meals
8. Perform the contracted service within the same day ingress/set-up. Serve. Dismantle, and clean the catering stations, when requested.
9. The caterer should implement an incentivized catering program to ensure excellent service quality. This could involve recognition for staff excellence, promptness in service, and effective guest interactions, all aimed at elevating guest satisfaction.
10. The supplier must have plans for outdoor catering and implement contingency arrangements for adverse weather conditions to ensure seamless service.

IV. PROJECT IMPLEMENTATION SCHEDULE

Date: 27 November 2024 | 7:30 PM – 9:30 PM, excluding ingress and egress

Venue: Ilustrado Restaurant

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is (ABC) is **THREE HUNDRED FIFTY THOUSAND PESOS ONLY (PHP350,000.00)** inclusive of all applicable taxes, fees, and charges.

VI. TERMS OF PAYMENT

- Supplier must be willing to accept send-bill arrangement
- Payment will 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

Statement of Account / Billing Statement addressed to:
MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer, Tourism Promotions Board
6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

VII. CONTRACT DURATION

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.

VIII. PROJECT OFFICER'S CONTACT INFORMATION

For particulars, please contact:

Mr. Milo S. Oropeza
Project Development Officer IV, MICE Department
milo_oropeza@tpb.gov.ph

Ms. Marietta S. Santillan
Project Development Officer III, MICE Department
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