

07 November 2024

**ATTN: MS. JENIEVIB NUEVAS**

Event Sales Coordinator

Lanson Place Mall of Asia

Email: [Jenievib.Nuevas@lansonplace.com](mailto:Jenievib.Nuevas@lansonplace.com)

**REQUEST FOR QUOTATION (RFQ) No. 2024-11-304**

**PURCHASE REQUEST (PR) No. 11.004 / 2024-10-224**

**REQUIREMENTS: FOOD AND BEVERAGE SERVICES FOR THE HOSTING OF SNACKS FOR THE TOURISM CONGRESS OF THE PHILIPPINES (TCP) ANNUAL MEETING**

---

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 Snacks for the Tourism Congress of the Philippines (TCP) Annual Meeting**. The **Approved Budget for the Contract (ABC) is THREE HUNDRED SIXTY THOUSAND PESOS ONLY (PhP360,000.00)**. 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 **Lanson Place Mall of Asia** to submit a quotation for the Food and Beverage Services for the Hosting of Snacks for the Tourism Congress of the Philippines (TCP) Annual Meeting. 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](mailto:ada_cruz@tpv.gov.ph) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) no later than 12 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.

A handwritten signature in black ink, appearing to read 'Janet G. Villapranca', is written over a horizontal line. A large, loopy flourish extends from the left side of the signature.

**JANET G. VILLAPRANCA**  
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 SNACKS FOR THE TOURISM CONGRESS OF THE PHILIPPINES ANNUAL MEETING

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><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p>The Tourism Promotions Board (TPB) is in need of Food and Beverage (F&amp;B) services for the hosting of snacks for the TCP Annual Meeting on 28 November 2024 at the Lanson Place Mall of Asia</p> <p><b>Number of pax:</b> 180 pax <b>Set-up:</b> Plated meal</p> <p>Must be able to cater food and beverage requirements to the number of persons required per event.</p>	
2	Menu for approval of TPB and TCP.	
3	Must provide an allocation for one round of beverage (for TPB’s approval).	
4	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 and TCP).	
5	Must provide overflowing coffee or tea station.	
6	Must be able to provide appropriate styling and linen for the banquet set up.	
7	Must be able to provide uniformed and well-trained banquet service personnel.	
8	Food served shall be fresh, hot and ready at least 30 minutes before the scheduled time.	

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

9	<b>PROJECT IMPLEMENTATION</b>  <b>Date/Time:</b> 27 November 2024   1:00PM to 5:00PM <b>Venue:</b> Lanson Place Mall of Asia	
10	<b>CONTRACT DURATION</b>  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 SNACKS FOR THE**  
**TOURISM CONGRESS OF THE PHILIPPINES (TCP) ANNUAL MEETING**

**I. BACKGROUND**

The Tourism Congress of the Philippines (TCP) will be organizing their Annual Meeting on 28 November 2024 at the Lanson Place Mall of Asia which will be attended by 180 members.

TCP aims to combine the efforts and resources of private sector industry stakeholders to develop strategies in order to sustain economic growth. It serves as an important link in developing a stronger partnership between the private sector and the government, through the Department of Tourism. The congress functions as the voice of the tourism industry on matters of national interest, and it also works towards promoting favorable working relations among industry stakeholders.

For this purpose, the TCP has designated Lanson Place Mall of Asia as the official venue of the meeting.

**II. OBJECTIVES**

The event aims to bring together the government and industry stakeholders to discuss issues/ concerns and to formulate joint programs ensuring that the interests of the stakeholders will be heard and protected.

In view of this, the TPB is in need of Food and Beverage (F&B) / meals for the hosting of snacks on 28 November 2024 at the Lanson Place Mall of Asia.

**III. SCOPE OF WORK/SERVICES**

**HEAVY SNACKS**

Date / Time	:	28 November 2024   1:00PM – 5:00PM
Venue	:	Lanson Place Mall of Asia
Number of pax	:	180 pax
Set-Up	:	Plated meal

- Must be able to cater food and beverage requirements to the number of persons required per event.
- Menu for approval of TPB and TCP
- Must provide an allocation for one round of beverage (for TPB's approval).
- 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 and TCP)
- Must provide overflowing coffee or tea station.
- Must be able to provide appropriate styling and linen for the banquet set up.
- Must be able to provide uniformed and well-trained banquet service personnel.
- Food served shall be fresh, hot and ready at least 30 minutes before the scheduled time.

#### **IV. PROJECT IMPLEMENTATION SCHEDULE**

**Date:** 28 November 2024 | 1:00 PM – 5:00 PM

**Venue:** Lanson Place Mall of Asia

#### **V. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract is (ABC) is **THREE HUNDRED SIXTY THOUSAND PESOS ONLY (PHP360,000.00)** inclusive of all applicable taxes and fees.

#### **VI. TERMS OF PAYMENT**

- 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

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 the following MICE Project Officers:

1. Mr. Milo S. Oropeza  
Project Development Officer IV, MICE Department  
milo\_oropeza@tpb.gov.ph
2. Ms. Jelline Jazel Santos  
Project Development Officer II, MICE Department  
jelline\_cruz@tpb.gov.ph