

23 January 2025

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025.01.020

PR No. 2025.01.022

Requirements: Catering Services for the 3rd Philippine Organizing Committee (POC) Meeting for the Philippine Participation in Expo 2025 Osaka

Quantity	Particulars	Estimated Unit Price (PhP)	Total Amount (PhP)
1 Lot	<p>3rd Philippine Organizing Committee (POC) Meeting for the Philippine Participation in Expo 2025 Osaka</p> <p>Indicative Date Time: 7 February 2025 1:00 PM Venue: DOT Multi-Purpose Hall</p> <p><u>SCOPE OF WORK/SERVICES/DELIVERABLES</u> F&B requirement/ Set-Up for 50 pax</p> <ul style="list-style-type: none"> • Heavy Snacks menu to include drinks (juice and coffee service) • Catering table, linens, dishware, utensils and all necessary paraphernalia <p>The establishment/F&B Provider should be able to deliver the following:</p> <ul style="list-style-type: none"> • Must be able to deliver the above-specified requirements during the event at the event venue. • Menu for approval of TPB. • Can accommodate special diet (for personnel with special dietary needs, vegetarians, diabetics, low-sodium, hypoallergenic or gluten free with allergies) (for confirmation of TPB). • Must provide overflowing coffee or tea station. • Food served shall be fresh, hot and ready at least 30 minutes before the scheduled time. • Must be able to provide uniformed and banquet service personnel, as needed and a dedicated contact to attend to all arrangements. • Any other requirements that may be mutually agreed upon by the TPB and the supplier. 		PhP 50,000.00
	<p>Legal Documents</p> <ul style="list-style-type: none"> ▪ PhilGEPS Registration Certificate ▪ Mayor's Permit ▪ BIR Certificate of Registration ▪ Notarized Omnibus Sworn Statement <p>Eligibility Requirements</p> <ul style="list-style-type: none"> ▪ Company Profile 		

	<ul style="list-style-type: none"> ▪ SEC/DTI/CDA Registration ▪ Must be engage in catering service operating in three (3) years and legally registered establishment under the Philippine Laws ▪ Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS) <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Revised Omnibus Sworn Statement 3. Compliance to the Technical Specifications 		
	<p>Notes:</p> <ul style="list-style-type: none"> ▪ All entries must be typewritten in your company letterhead. ▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP50,000.00, inclusive of applicable taxes		

Please submit your **quotation** together with the **legal and eligibility documents** enumerated above to email address bac_sec@tpb.gov.ph/kristine_aclan@tpb.gov.ph not later than **28 January 2025 at 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: **Catering Services for 3rd POC Expo Meeting_ <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. VILAFRANCA

Acting Head
Procurement Management Division
Finance Department

Contact person: Kristine Heizelle B. Aclan