

## REQUEST FOR QUOTATION

September 6, 2023

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

**Quotation No.** TPB-PR.2023.09.214

**PR No.** 8.062

**REQUIREMENTS:** Services of an Event Management Company for the  
**2023 Korea Travel Show**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF SERVICES:</b></p> <p><b>A. Food &amp; Beverage Requirements</b></p> <p>a. Free-flowing refreshments (coffee, tea, juice, water, and snacks) throughout the event.</p> <p>b. Lunch packs for the Philippine Delegation around 10 pax for three (3) days at PHP 700 per meal. Menu for approval of TPB. Preferably with rice.</p> <p>c. Manage permits and registrations required by the organizers.</p> <p><b>B. Promotional/Consumer Activities for the Philippine booth</b></p> <p>1. Provision of the following booth components:</p> <ul style="list-style-type: none"> <li>● <b>Foodie Corner</b> – Philippine cuisine and agricultural products such as chocolates, coffee, fresh tropical fruits, dried mangoes, and delicacies will be showcased in the Philippine booth.</li> <li>● <b>Photo walls and interactive activities</b> – Instagram-perfect photo walls of popular Philippine destinations (like Boracay, Palawan, Manila, Cebu, Baguio, Davao, Bohol, etc.) coupled with interactive activities.</li> <li>● A presentation zone that has a stage and wide digital screen to showcase Philippine tourism videos.</li> </ul> <p>2. Provide physical and technical requirements and coordinate with the TPB and PDOT Korea technical team of the venue for the set up and installation of all physical</p>	PhP595,600.00	PhP595,600.00

and technical requirements, to include, but not be limited to the following:

- Audio-Visual and Lighting System (speakers, microphones, etc.)
- LCD projector and screen (as needed)
- Stage truss system (as needed)
- Microphones (lapel and wireless) and amplifiers
- Laptops (mac and windows) with appropriate connectors
- Presentation Clicker/Laser Pointer
- Appropriate cables and video adapters (VGA, HDMI, etc.)
- Professional lighting system (if needed)

**3. Giveaways for the VIPs and Consumers**

Provision of the following giveaways (including shipment to Korea at least one week before the event):

Item	Recipients	Quantity
Laminated upcycled bag	Consumer	200
Currency wallet	Consumer	200
Premium Jacket with Filipino Weave or Premium Serving Trays	VIP	25
Box of Filipino snacks (dried mangoes, dried mangoes with chocolate, and award-winning Filipino chocolate bar)	Consumer	200
<b>Total Allotted Budget for Giveaways: PHP</b>		
<b>200,000.00</b>		

*\*\*\* Sample of each item should be submitted to TPB for approval before production/purchase of all items prior to shipping to Korea. To ensure compliance to the quantity of giveaways, PDOT Korea to issue Certification of Acceptance.*

**4. Provision of a two (2) Korean and English-speaking booth assistant and interpreter for the whole duration of the event stationed at DOT Korea to facilitate and assist throughout the project implementation (2 pax for 3 days @ USD 75.00 each)**

**5. Provision of transportation services for the following:**

- 1 logistical van for DOT/TPB Officials/Officers (14 hours x 3 days in Seoul, South Korea)
- One (1) coaster for the Philippine Sellers from the Incheon International Airport to the official venue

*\* 2018 model or newer with driver inclusive of gas and parking fees*

*\* Inclusive of licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees.*

**6. Administrative Services**

- a. Delivery/transportation services for goods, materials, office supplies, props, and other items for the event to and from supplier storage to the venue.
- b. Assistance on travel and immigration documents for the entire Philippine delegation, as needed.
- c. Assistance on other related matters that may not have been included in this document but deemed necessary by either party.
- d. Assistance with the necessary arrangement and acquisition of documentary requirements (legal and practical) for the successful implementation of the events.

**PROJECT IMPLEMENTATION SCHEDULE**

Date: **13-15 October 2023**

Venue: **COEX Mall, Seoul, South Korea**

**QUALIFICATIONS OF BIDDERS:**

- A. Must be a duly registered Philippine company engaged in the business as and Events Management Company / Project Management Company with experience in event organization and implementation; preferably with a counterpart in Korea;
- B. Must be in operation for at least three (3) years; and
- C. Must have organized and implemented at least three (3) fairs/events with similar scale with international participation or audience, preferably in Korea.

**APPROVED BUDGET FOR THE CONTRACT:**

The Approved Budget for the Contract (ABC) is **FIVE HUNDRED NINETY FIVE THOUSAND SIX HUNDRED PESOS**

(PHP 595,600.00), inclusive of all applicable taxes and bank-related fees).

**TERMS OF PAYMENT:**

- Must be willing to provide services on a "send-bill" arrangement based on the actual costs incurred.
- Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- 30 days upon receipt of SOA/billing
- Full payment will be on the send-bill arrangement statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services.

**MICKA ANJELLA D. CALZADO**

Acting Head, North Asia Division  
International Promotions Department  
4/F Legaspi Towers 300, Roxas Boulevard Manila 1004

The supplier will be paid once the travel is completed.

*The supplier are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.*

**CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

**PROJECT OFFICER'S CONTACT INFORMATION:**

**MS. CORYNE ANGELA S. SEÑERES**

Project Officer  
North Asia Division  
International Promotions Department  
Email address: coryne\_seneres@tpb.gov.ph

**TECHNICAL REQUIREMENTS**

1. Accomplished Statement of Compliance to the Technical Specifications

	<p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Updated Business/Mayor's permit</li> <li>2. PhilGEPS Registration Certificate</li> <li>3. Notarized Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance to the Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP595,600.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) not later than **13 September 2023 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, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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**

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

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

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**  
**REQUIREMENTS: SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE**  
**2023 KOREA TRAVEL SHOW**

Quotation No. TPB-PR.2023.09.214

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<p><b>SCOPE OF SERVICES:</b></p> <p><b>A. Food &amp; Beverage Requirements</b></p> <p>a. Free-flowing refreshments (coffee, tea, juice, water, and snacks) throughout the event.</p> <p>b. Lunch packs for the Philippine Delegation around 10 pax for three (3) days at PHP 700 per meal. Menu for approval of TPB. Preferably with rice.</p> <p>c. Manage permits and registrations required by the organizers.</p>	
2	<p><b>B. Promotional/Consumer Activities for the Philippine booth</b></p> <p>1. Provision of the following booth components:</p> <ul style="list-style-type: none"> <li>● <b>Foodie Corner</b> – Philippine cuisine and agricultural products such as chocolates, coffee, fresh tropical fruits, dried mangoes, and delicacies will be showcased in the Philippine booth.</li> <li>● <b>Photo walls and interactive activities</b> – Instagram-perfect photo walls of popular Philippine destinations (like Boracay, Palawan, Manila, Cebu, Baguio, Davao, Bohol, etc.) coupled with interactive activities.</li> <li>● A presentation zone that has a stage and wide digital screen to showcase Philippine tourism videos.</li> </ul>	
3	<p>2. Provide physical and technical requirements and coordinate with the TPB and PDOT Korea technical team of the venue for the set up and installation of all physical and technical requirements, to include, but not be limited to the following:</p>	

	<ul style="list-style-type: none"> <li>• Audio-Visual and Lighting System (speakers, microphones, etc.)</li> <li>• LCD projector and screen (as needed)</li> <li>• Stage truss system (as needed)</li> <li>• Microphones (lapel and wireless) and amplifiers</li> <li>• Laptops (mac and windows) with appropriate connectors</li> <li>• Presentation Clicker/Laser Pointer</li> <li>• Appropriate cables and video adapters (VGA, HDMI, etc.)</li> <li>• Professional lighting system (if needed)</li> </ul>																			
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I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date