

## REQUEST FOR QUOTATION

20 September 2023

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

**Quotation No.** TPB-PR.2023.09.233

**PR No.** 9.039

**REQUIREMENTS: SERVICES OF A PRODUCTION HOUSE/ EVENT MANAGEMENT COMPANY (EMC) FOR THE CONSUMER CAMPAIGNS FOR THE BALIKBAYAN MARKET THROUGH WINTER ESCAPADE 2024**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
<b>LOT 1</b>	<p><b>SCOPE OF WORK/SERVICES:</b></p> <p><b>A.</b> Provide technical requirements including but not limited to LED Screen (Length: 12 feet x Height: 9 feet), Lights, and Sounds during the entire duration of the program.</p> <p><b>B.</b> One (1) group of performers for the whole duration of the event            -Preferably a band or ensemble            -Minimum of thirty minutes (30) to a maximum of two (2) hours of performance            -Music genre should be fit for an international audience and would ideally include Filipino culture and tradition.            -Performers must have experience with performing for an international audience, subject to TPB's approval.</p> <p><b>C.</b> One (1) host who will facilitate the event program for the whole duration of the event.</p> <p><b>D.</b> The production company should provide full production services that must include a full-production concept and execution of an</p>	PhP500,000.00	PhP500,000.00

entertainment package which will be flexible enough based on the audience of the event and possible on-site adjustments as required by the client.

**E.** Repertoire to be submitted upon receipt of NTP to TPB for approval, preferably 70's or 80's genre of mixed international and Filipino songs if with a band, or the songs and/or performance list for the ensemble.

**F.** Prepare a program scenario and script to include the following: spiels of Event Moderator / Voice Over/ Performer to be submitted upon receipt of NTP.

**G.** Luggage Tag (270 pcs)

Size: 7cm x 10.10cm

Material: High-quality PVC Bag tag

Color: Black and White

Layout: to be provided by TPB

**Sample Photo:**



\* Samples to be submitted upon receipt of NTP, for TPB's approval.

\* Design is subject to change with prior notice.

**PROJECT IMPLEMENTATION SCHEDULE**

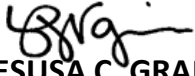
The delivery of Luggage Tags and Giveaways will be on 12 February 2024 at the TPB office, while the services of the production house/event management company will be on 19 February 2024 at Taguig, Metro Manila.

	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> <li>3. Submit a list of packaging entertainment programs in international and/or domestic events for at least 3 years.</li> <li>4. Submit a list of similar projects handled within 3 years.</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Income/Business Tax Return</li> <li>4. 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 PhP500,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **26 September 2023 on or before 1700H**, 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.



**PAULA JESUSA C. GRANALE**

Officer-in-Charge, Procurement and General Services Division  
Administrative Department

Contact Person

**(MISS) GENESIS WEIYN B. LEE**

Contact No.

**(8) 525-7312 local 266**