

23 October 2023

**REQUEST FOR QUOTATION (RFQ)**

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

**RFQ No. TPB-PR 2023.10.288**

**Requirement: Provisions of Logistical Requirements for the Philippine Participation in China Outbound Travel and Tourism Market (COTTM) in Beijing, China on 15-17 November 2023**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p><b>SCOPE OF DELIVERABLES</b></p> <p><b>A. Food and Beverages Requirements for the Briefing with Private Sector</b></p> <ul style="list-style-type: none"> <li>▪ Exclusive dinner in a Chinese Restaurant at PhP 1,500.00 per pax for 30-35 pax on 14 November 2023;</li> <li>▪ With brewed coffee and tea station;</li> <li>▪ With basic audio-visual system (LCD projector with screen, sound system with at least two (2) microphones).</li> </ul> <p><b>B. Venue Rental with Food and Beverages for the Philippine Tourism Presentation and B2B Networking</b></p> <ul style="list-style-type: none"> <li>▪ Sourcing and booking of venue</li> <li>▪ 17 November 2023</li> <li>▪ 5-star hotel within five (5) km radius from the official venue of COTTM</li> </ul> <p>Set-up for the following:</p> <p>a. Registration</p> <ul style="list-style-type: none"> <li>▪ Two (2) IBM Tables with 3 chairs each for registration</li> <li>▪ Brewed coffee, tea and pastries during registration</li> <li>▪ Electric outlets</li> </ul> <p>b. Tourism Presentation and B2B Networking</p> <ul style="list-style-type: none"> <li>▪ Twelve (12) round tables with ten (10) chairs each</li> <li>▪ Stage set-up, design, decorations (as needed)</li> <li>▪ LED screen (3.5m x 7m)</li> </ul>	993,086.57	993,086.57

	<ul style="list-style-type: none"> <li>▪ Basic audio-visual system (speakers, wireless microphones, etc.) and lighting system</li> <li>▪ Laptops (mac and windows) with appropriate connectors</li> <li>▪ Appropriate cables and video adapters (VGA, HDMI, etc.)</li> <li>▪ Presentation clicker/laser pointer/easel</li> <li>▪ Technical booth</li> <li>▪ Internet connection</li> <li>▪ Electric outlets</li> <li>▪ Free-flowing brewed coffee/tea/water</li> </ul> <p>c. Networking Dinner</p> <ul style="list-style-type: none"> <li>▪ Filipino-inspired dinner buffet amounting to Php 3,000/pax for 100 pax (menu for approval of TPB)</li> <li>▪ Basic audio-visual system (speakers, wireless microphones, etc.) and lighting system</li> </ul> <p>d. Secretariat Room</p> <ul style="list-style-type: none"> <li>• IBM Tables and chairs for 20 pax</li> <li>• Free-flowing brewed coffee/tea/water with pastries for 20 pax</li> <li>• Electric outlets</li> </ul> <p><b>C. Entertainment</b></p> <p>a. Cultural Performers</p> <ul style="list-style-type: none"> <li>▪ Solo performer/singing group/band or a repertoire of Philippine folk dancers to showcase Filipino talent, subject to TPB's approval</li> <li>▪ Length of show: 15-30 minutes (Product Presentation) and 1-2 hours (Networking Dinner)</li> </ul> <p>b. Host</p> <p>One (1) professional emcee proficient both in English and Mandarin</p> <p>c. One (1) professional photographer</p> <p><b>D. Administrative Support</b></p> <p>a. Printing and production of the following requirements:</p> <ul style="list-style-type: none"> <li>▪ One (1) Photowall (2.5m H x 3.5m W)</li> <li>▪ One Registration Board (2.5m H x 3.5m W)</li> <li>▪ Two (2) Pull-up Banners (6' H x 2.5' W)</li> <li>▪ One (1) Backdrop (2.5m H x 3.5m W)</li> </ul>		
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- b. Attendance Promotion Campaign  
Online invitation and registration system.  
Target number of Chinese buyers is 80-100 pax.
- c. Assistance on other related matters that may not have been included in this document but deemed necessary by either party.

***Please refer to the Terms of Reference for details***

**ELIGIBILITY REQUIREMENTS**

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

**Submit the following:**

1. Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable
2. Company Profile
3. List of completed government and private contract for the **last three (3) years** whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the contract.

For Completed Project – submit Certificate of Project Completion or its equivalent.

**4. Legal Documents**

- PhilGEPS Registration Certificate
- Business/Income Tax Return Certificate
- Mayor’s Permit
- Omnibus Sworn Statement

**Attachments:**

1. Terms of Reference
2. Omnibus Sworn Statement

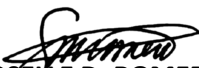
	<b>Note:</b> <ul style="list-style-type: none"> <li>▪ All entries must be typewritten in your company letterhead.</li> <li>▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	PhP993,086.57, inclusive of applicable taxes		

Please submit your **quotation** together with the **eligibility and legal documents** enumerated above to email address [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)/[janet\\_villafranca@tpb.gov.ph](mailto:janet_villafranca@tpb.gov.ph) not later than **27 October 2023, until 5:00pm.**

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.** For easy identification of email, the subject shall be in this format: **COTTM Logistics <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.

  
**ROSELLE D. ROMERO**  
23 October 2023  
 Acting Head, Procurement and General Services Division  
 Administrative Department

Contact Person: Janet G. Villafranca / 85259318 loc. 270