

## REQUEST FOR QUOTATION

October 20, 2023

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

**Quotation No.** TPB-PR.2023.10.286

**PR No.** 10.058

**REQUIREMENTS: SERVICES OF AN EVENT MANAGEMENT COMPANY / PROJECT MANAGEMENT COMPANY / PRODUCTION HOUSE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>Services of an Event Management Company / Project Management Company / Production House for the TPB Media and Influencers Appreciation Day 2023</b></p> <p>MEDIA APPRECIATION DAY</p> <p>Date : 15 December 2023 Time : 5:00PM – 8:30PM (pre-cocktails to dinner time) Venue : Metro Manila (TBA hotel/events place) Concept : Open concept Set-up : Live on-site Content : DOT/TPB promotional videos, voice-over, speeches and messages, entertainment Target audience : 250 guests (including VIPs and TPB officials)</p> <p>Proposed program sequence:</p>	PhP1,00,000.00	PhP 1,000,000.00

5:00PM – 5:30PM	Arrival of guests / registration
5:30PM – 6:00PM	Service of cocktails
6:00PM	Announcement on the arrival of the Secretary, COO Start of Program
6:05PM	Opening entertainment
	Welcome Remarks by TPB COO
	Special Message by DOT Secretary
7:00PM	Service of Dinner Entertainment
8:00PM	Raffle Draw
8:15PM	Closing Remarks
8:30PM	End of Program

#### SCOPE OF SERVICES

The event management company shall:

##### ITEM NO. 1

##### EVENT MANAGEMENT TEAM

Assemble an experienced and competent Event Management Team with a minimum experience of three (3) years, who shall coordinate, oversee the light, sound, audio-visual, scenery, technical requirements, staging, choreography and other significant elements and requirements of the overall event.

The Event Management Company shall source the appropriate artists, technical practitioners, etc., required to implement the overall program scenario for the TPB's Media and Influencers Appreciation Day 2023 which should include but not limited to:

- Event Coordinator/s
- Event Director
- Stage Manager
- Script Writer
- Set and Stage Designer
- Creative Artwork Specialist
- Production Director
- Technical Director
- Production Manager
- Venue stylist

##### VENUE SET-UP AND STYLING

- A. Over-all venue décor/execution and construction for the abovementioned event to include but not limited to:
- Stage design, decorations and set-up (as needed per activity)
  - Installation, enhancement, and styling of the venue to include (but not limited to the following):
    - LED display video wall screen in the venue, minimum 12ft x 24ft in size
    - Façade, enhancement, and styling of registration counter booth
    - Photo-wall/backdrop with lighting, 12ft x 24ft in size
    - Sponsorship wall (as needed)
  - Printing of banner/s, signage/s, title cards (as needed)
  - Registration counter

#### PROGRAM REQUIREMENTS

- A. Conceptualize, manage, and implement the overall program scenario from welcome/arrival of guests, cocktails, dinner, entertainment, giveaways, and venue styling such as but not limited to table placements for dinner table and the like;
- B. Prepare the program scenario and script to include the spiel of the emcee/voice over during the event;
- C. Produce and execute the shooting and pre-recording of performances (as needed);
- D. Coordinate with the TPB officers and secure recordings of the messages of key officials or other speaker's messages should the need arise;
- E. Final dry run / technical check of the program scenario to be presented for final approval of TPB before the actual event.

#### ENTERTAINMENT

- A. Conceptualize, manage, and implement the event styling and entertainment repertoire plan (maximum of 30 minutes) plus a dance band with dance instructor and DJ at the latter part of the event;
- B. Recommend to TPB and provide artists and performers using local talents preferably who have performed before an international audience in keeping with the overall conceptual approach and as approved by TPB. Performers may include but not limited to choir groups, singer/s, dancer/s, or festival dancers, etc.

#### ACTIVATIONS

- A. One (1) package of Glambot with unlimited booth operation for 3 hours;
- B. Red carpet style with photo wall/background and concept subject to approval of TPB;
- C. Setup should have studio light, strobe fx, and stanchions;
- D. Customized photo and video layout overlay design with TPB branding. Initial layout to be submitted fifteen (15) working days prior to the event, subject to approval of TPB;
- E. Soft copy of photos stored in one (1) hard drive to be submitted within five (5) days after the event.

**GIVEAWAYS**

- A. 250 gift sets of worth Php300 each;
- B. Packaging should be in a customized kraft box with label/ribbon, dedication card, and TPB compliments card;
- C. Submit sample of giveaway and packaging at least fifteen (15) days prior to the event.

**RAFFLE**

Raffle prizes worth at an aggregate maximum total of Php100,000.00 (various gift certificates from travel and tourism)

**INVITATION**

Conceptualization and layout of an e-invite with link and QR code for registration of all the invitees of the event.

**DOCUMENTATION**

- A. Provision of a Photo-Video team consisting of at least 3-4 professional photographers and videographers to document the whole event;
- B. Present a same-day-edit video during the program;
- C. The TPB shall have the full ownership of all the documents / videos / images /etc. gathered and presented (both in hard and softcopy of files) from the event. The materials, raw and edited, must be stored in a hard drive to be submitted to TPB within five (5) days after the event.

**PHYSICAL AND TECHNICAL REQUIREMENTS**

- A. Provide the following requirements for the event and coordinate with the technical team of the venue (TBA) for the set-up and installation of all physical and technical requirements, to include, but not limited to the following:

- Audio-visual and Lighting System (speakers, microphones, etc.)
- Broadcast and Streaming Machines
- Broadcast Quality Lighting System for Chroma
- Broadcast Full HD Camera and Video Capture devices
- Camera / Video Switching Equipment
- LED wall screen, backdrop, stage / set design
- LED projector and screen (as needed)
- Stage truss system (as needed)
- Speaker's technical requirements (as needed)
- Microphones (lapel and wireless)
- Amplifiers
- Laptops (mac and windows) with appropriate connectors
- Appropriate cables and video adapters (VGA, HDMI, etc.); and
- Professional lighting system
- Signage/roll-up banner within and around the venue (as needed)
- Close circuit camera and dedicated camera/s for documentation purposes
- Wireless internet connection equipment

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- Wireless internet connection equipment

B. Provide the following for the live performances during the event (if applicable/necessary):

- Stage and overall venue décor/execution and construction to complement the theme, scene design, installation art, production properties, etc.
- Sound system
- Lighting equipment and special effect
- Haze / smoke / fog machines
- AV equipment (LED screen / projectors)
- Special effects (3D, video mapping, and hologram)
- Close circuit cameras for documentation purposes
- Generator set
- Signages/graphics within and around the reception venue, if need be
- Costumes of entertainers and necessary props

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**OTHER REQUIREMENTS**

A. All records are regarded and treated as confidential and therefore will not be divulged to any third party without prior approval of TPB. The TPB has the right to request sight of, and

copies of any and all records kept, on the provision that the company is given reasonable notice of such a request;

B. Ensure the privacy and security of any and all confidential, privileged personal information, and/or sensitive personal information that they may have access to, and shall store use process and dispose of the said privileged personal information and/or sensitive personal information in accordance with Republic Act No. 10173, other known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations;

C. The EMC shall bear the cost the following:

- a. Professional fees of performers
- b. Production crew
- c. Travel expenses of performers and production crew including air ticket (if necessary) accommodation, meals, and transportation.

D. Provision of incidental and other miscellaneous expenses amounting to Php20,000 (wifi connection, coordination meetings, and other expenses.)

E. All assigned personnel should be fully COVID-19 vaccinated with at least one booster;

F. Bidders will be required to make a presentation (maximum of 30 minutes) of their Planned Approach.

**ELIGIBILITY REQUIREMENTS**

1. The Event Management Company must be Filipino-owned, operated and legally registered Events Management Company / Project Management Company / Production House under Philippine laws and must be in operation in the last three (3) years handling similar projects. Must submit a list of large-scale international and local events handled in the past three (3) years.
2. Must have experience in organizing large-scale events and world-class entertainment productions featuring Filipino artists and talents, at least five (5) similar events in the last five years (2019-2023).
3. The Event Management Company's key personnel must have a minimum of three (3) years of relevant experience in handling such events of similar nature.

**APPROVED BUDGET FOR THE CONTRACT (ABC)**

Approved Budget for the Contract (ABC) is ONE MILLION PESOS (PHP1,000,000.00) inclusive of all applicable fees and taxes.

#### TERMS OF PAYMENT

AMOUNT	DELIVERABLES
15% (1 <sup>st</sup> progress payment)	Upon submission of the initial/draft program script, flow, and set-up requirements after <b>acceptance of Notice to Proceed.</b>
35% (2 <sup>nd</sup> progress payment)	Upon submission and approval of the final program script, flow and set-up requirements <b>before the start of the event.</b>
50% (3 <sup>rd</sup> payment)	Upon submission of deliverables such as end reports, recordings of the activities, videos, photos, etc. <b>after the conclusion of the event; and</b>  Upon completion and satisfactory performance of the services as <b>certified by the TPB.</b>

#### GENERAL INFORMATION

The financial proposal of the EMC should present the detailed cost of all the items covering all expenditures to include, but not limited to:

- Management fee
- Professional fees of performers and production crew
- Logistics cost (accommodation, meals, transportation, travel insurance, health-related expenses for the staff and performers, etc.)
- Technical equipment costs
- Site inspection visit (if needed)

#### CONTRACT DURATION

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

#### TECHNICAL REQUIREMENTS

1. Accomplished Statement of Compliance to the Technical Specifications

#### LEGAL REQUIREMENTS

1. Updated Business/Mayor's permit
2. PhilGEPS Registration Certificate
3. Notarized Omnibus Sworn Statement
4. Income/Business Tax Return



	<b>Attachments:</b> 1. Statement of Compliance to the Technical Specifications  <b>Note:</b> 1. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP1,000,000.00 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 **31 October 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 / PROJECT MANAGEMENT COMPANY / PRODUCTION HOUSE**

**PROJECT: Services of an Event Management Company / Project Management Company / Production House for the TPB Media and Influencers Appreciation Day 2023**

**Quotation No. TPB-PR.2023.10.286**

**[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	<ul style="list-style-type: none"> <li>● MEDIA APPRECIATION DAY</li> </ul> <p>Date : 15 December 2023            Time : 5:00PM – 8:30PM (pre-cocktails to dinner time)            Venue : Metro Manila (TBA hotel/events place)            Concept : Open concept            Set-up : Live on-site            Content : DOT/TPB promotional videos, voice-over, speeches and messages, entertainment            Target audience: 250 guests (including VIPs and TPB officials)</p>	
2	Proposed program sequence:	

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19	<p>CONTRACT DURATION</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full satisfactory implementation of all deliverables.</p>									



I hereby certify to comply and deliver all of the above requirements.

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

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

\_\_\_\_\_  
Date