

January 24, 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2024-01-022

**PR No.** 1.010

**Requirements:** **Services of an Events Management Company (EMC) for TPB’s Participation to the Korea Underwater Sports Expo (KUSPO) 2024**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>Food &amp; Beverage Requirements</b></p> <ol style="list-style-type: none"> <li>Free-flowing refreshments (coffee, tea, juice, water, and snacks) throughout the event.</li> <li>Lunch packs for the Philippine Delegation around 20 pax for four (4) days at ₱700.00 per meal. Preferably with rice. Menu for approval of TPB.</li> <li>Manage permits and registrations required by the organizers.</li> </ol> <p><b>Promotional/Consumer Activities for the Philippine Booth</b></p> <ol style="list-style-type: none"> <li>Provision of the following booth components: <ul style="list-style-type: none"> <li>Foodie Corner – 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>A presentation zone that has a stage and wide digital screen (85-inch LED TV) to showcase Philippine tourism videos.</li> </ul> </li> <li>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: <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> </li> <li>Giveaways for the VIPs and Consumers</li> </ol>		PhP665,800.00

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

Item	Recipients	Quantity
Laminated upcycled bag or <u>catch</u> 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 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 with the quantity of giveaways, PDOT Korea will issue a Certification of Acceptance.**

4. Provision of two (2) Korean and English-speaking booth assistant for the whole duration of the event stationed at DOT Korea to facilitate and assist throughout the project implementation (2 persons for 4 days @ US\$ 150.00 each per day)
5. Provision of six (6) Korean to English interpreters/translators for the whole duration of the event assigned to each Philippine stakeholder co-exhibitors to facilitate and assist throughout the project implementation (6 persons for 4 days @ US\$ 150.00 each per day)
6. Provision of transportation and courier services for the following:
  - 1 logistical van to transport the promotional materials and booth supplies during ingress and egress (14 hours' x 3 days in Seoul, South Korea)
  - Delivery/transportation services for goods, materials, office supplies, props, and other items for the event to and from supplier storage to the venue.
  - 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.*

**TECHNICAL REQUIREMENTS:**

1. Company Profile (for new bidder)
2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A"
3. List of at least three (3) organized and implemented fairs/events with similar scale, with international participation or audience, preferably in Korea.

**LEGAL REQUIREMENTS:**

1. PhilGEPS Registration Certificate
2. Business/Mayor's Permit
3. Income/Business Tax Return
4. SEC/DTI Certificate of Registration
5. Notarized Revised Omnibus Sworn Statement Annex "B"

**ATTCHMENTS:**

1. Statement of Compliance to the Technical Specifications Annex "A"

	2. Revised Omnibus Sworn Statement Annex "B"		
	<p><b>NOTE:</b></p> <p>1. All entries must be typewritten in your company letterhead.</p> <p>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP655,800.00 inclusive of all applicable taxes.		<b>PhP665,800.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil.fajardo@tpb.gov.ph](mailto:soleil.fajardo@tpb.gov.ph) not later than **31 January 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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.



**JANET G. VILAFRANCA**  
Office-in-Charge, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo  
Contact number: 02 8525 – 7312 loc. 278

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
SERVICES OF AN EVENTS MANAGEMENT COMPANY (EMC) FOR TPB'S PARTICIPATION TO THE KOREA UNDERWATER  
SPORTS EXPO (KUSPO) 2024  
TPB-RFQ 2024-01-022**

Bidder 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)																		
<b>Scope of Works and Deliverables</b>																				
1.	<p>Food &amp; Beverage Requirements</p> <ol style="list-style-type: none"> <li>1. Free-flowing refreshments (coffee, tea, juice, water, and snacks) throughout the event.</li> <li>2. Lunch packs for the Philippine Delegation around 20 pax for four (4) days at ₱700.00 per meal. Preferably with rice. Menu for approval of TPB.</li> <li>3. Manage permits and registrations required by the organizers.</li> </ol>																			
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<b>Project Implementation Schedule</b>		
1.	<p><b>Date:</b> 22-25 February 2024  <b>Venue:</b> COEX Mall, Seoul, South Korea</p>	
<b>Additional Technical Requirements</b>		
1.	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.	
2.	Must be in operation for at least three (3) years.	
	Must have organized and implemented at least three (3) fairs/events with similar scale, with international participation or audience, preferably in Korea.	

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

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

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

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*