

REQUEST FOR QUOTATION (RFQ)

19 January 2024

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

Quotation No. TPB-PR.2024.01.012

PR No. 1.009

REQUIREMENTS: SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE TRAVEL PHILIPPINES APP AND ENHANCED TPB MEMBERSHIP PROGRAM LAUNCH EVENT

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF WORK/SERVICES:</p> <p>The Tourism Promotions Board (TPB) Philippines is inviting qualified Events Management Companies/ Event Organizers or other suppliers providing similar services, to assist in the preparation, coordination, and implementation of requirements for the abovementioned event based on the following guidelines:</p> <p>a. Production of Video of the Enhanced TPB Membership Program</p> <ul style="list-style-type: none"> -Creation of a 3-4 minute video presentation of the enhanced TPB membership program to include video testimonials from at least 3 TPB members to be identified by the TPB. -Size: 1920 x 1080 (1080p) / Full HD -Format: MP4 -with background music, sound effects, animations and voice over, as necessary -Video must be: <ul style="list-style-type: none"> -Able to present the enhanced TPB Membership Program clearly -With narration (voice over/animation) -Clean and creative 	PhP1,000,000.00	PhP1,000,000.00

- Straight to the point
- Fun, engaging, professional look

b. Venue Set-up

Organizing, designing, facilitating and set-up of the venue, registration area, cocktail area, photo wall, and the elevated stage for the designated performers/entertainers, complete with the technical requirements (i.e. centerpieces, lighting, audio-visual equipment, sound system, PA system, microphones, dressing rooms that will also serve as holding area/s for the entertainers and for the VIPs as needed). Theme and venue set-up should be approved by the TPB.

General theme: Love the Philippines

Target Attendance: 450 - 500 pax

c. Program Requirements

Manage and implement the Enhanced TPB Membership Program Launch for the invited TPB members and existing DOT/TPB key officials.

Indicative Schedule of Activities

TIME	ACTIVITY
5:00 pm	Arrival of Guests / Registration; Service of Cocktails
6:00 pm	Start of Program
6:10 pm	Presentation of the Travel Philippines App and the Enhanced TPB Membership Program by COO Maria Margarita Montemayor Nograles TPB Membership Program Video Presentation COO Introduction of Tourism Secretary Christina Garcia Frasco
6:30 pm	Special Message by Tourism Secretary Christina Garcia Frasco
6:45 pm	Awards Presentation

7:00 pm	Entertainment (Live Band) Dinner Opening of Registration for TPB Membership Application/Renewal
8:00 pm	End of Program

d. Documentation Requirements

The Event Organizer will hire a photo and video team consisting of at least 3-4 professional photographers and videographers to facilitate the following:

- Production of a 3-minute Same Day Edit (SDE) video of the event
- Photo documentation
- Raw photos and videos
- 300 color-enhanced photos
- 20-25 event highlights photos immediately upon the culmination of the event for media release/socmed posting by the TPB

The TPB will have full ownership of all the recorded materials (photographs and videos, Same-Day-Edit video). The materials (raw and edited) must be stored in an external hard drive/disk to be endorsed to the TPB upon conclusion of the event.

e. Technical Requirements

Provide the following equipment and coordinate with the technical team of the venue (to be advised later) for the setup and installation of all physical and technical requirements (if needed), to include, but not be limited to the following:

- Stage with LED Panels as backdrop
- Stage size: 40' x 16'. Height is 4' (ideal for 400 attendees)

	<p>Center LED 32'.10" x 11'.6" side LED panels 3'3" x 11'.6"</p> <p>Basic Audio-visual (speakers, microphones, etc.) and lighting system (PAR lights)</p> <ul style="list-style-type: none"> ▪Note: Microphones should be wireless (at least 3) and 1 set of lapel mic on stand-by ▪LED wall screen, backdrop, stage/set design (as needed) ▪LED projector and screen (as needed) ▪Stage and truss system (as needed) ▪Holding area for the TPB COO and DOT Secretary (should be enclosed - well-lit lounge set-up to accommodate at least 6 persons - with free-flowing water, coffee, tea and snacks - pastries, cookies, nuts) ▪Technical booth and manpower ▪All needed signages and/or marquees ▪Tables and/or chairs for the attendees ▪Use of rostrum/podium <p>f. Entertainment Requirements</p> <ul style="list-style-type: none"> ▪Entertainers/performers (preferably a band) and Master of Ceremony/MC (at least 1) ➤Entertainers should be able to perform for a maximum of 1.5 hours. All performers and MC are subject to the approval of the TPB. ▪Logistics Requirements ➤Holding room/area during the technical/general rehearsal and actual event ➤Meals, administrative/logistical costs and other miscellaneous expenses <p>Note: There should be a dress rehearsal/tech run at least one day before the event</p>		
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	<p>g. Others</p> <ul style="list-style-type: none">●Five (5) major award prizes worth a maximum of PhP75,000.00 (in the form of vouchers or giveaway items) <p>h. Logistical Requirements for TPB personnel</p> <ul style="list-style-type: none">●One (1) unit of van for TPB personnel for 2 days maximum use of 12 hours a day. Route: within Metro Manila <p>k. Other Requirements</p> <ul style="list-style-type: none">●Assistance in other related matters pertaining to the implementation of the Launching of the Enhanced TPB Membership Program that may not have been included in this document but deemed necessary by either party.●Provision of incidental and other miscellaneous expenses amounting to PhP20,000.00 (additional participants, equipment rental, Wi-Fi connection/upgrade, coordination meetings, and other expenses)●Must have regular staff with a minimum of three (3) years experience and possess good communication skills who can coordinate and liaise with the Project Officer (i.e. Production Manager, Stage Manager and Technical Director). <u>Kindly submit a Curriculum Vitae (CV) together with the proposal.</u> <p>INDICATIVE PROJECT IMPLEMENTATION SCHEDULE</p> <p>Date: 23 February 2024</p> <p>Time: 05:00 PM – 08:00 PM</p> <p>Venue: Metro Manila</p>		
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	<p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. Curriculum Vitae (CV) <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. 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** together with the legal documents enumerated above to the email address **genesis_lee@tpb.gov.ph** not later than **26 January 2024 on or before 0900H**, duly signed by your representative and deliver to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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

Contact Person **(MISS) GENESIS WEIYN B. LEE**
 Contact No. **(8) 525-7312 local 266**

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