

REQUEST FOR QUOTATION

February 13, 2024

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

Quotation No. TPB-PR.2024.02.044

PR No. 1.017

REQUIREMENTS: Services of Event Management Company for Asia Dive Expo 2024

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK / SERVICES</p> <p>The Tourism Promotions Board (TPB) is inviting qualified Events Management Companies/Event Organizers or other Suppliers providing similar services, preferably with counterparts in Singapore, to assist in the preparation, coordination, and implementation of requirements for the abovementioned event based on the following guidelines:</p> <p>A. Lease of venue with Food and Beverage Requirements for the Networking Dinner for the Philippine Delegation</p> <ul style="list-style-type: none"> • Date: 12 April 2024 • Time: 07: 00 PM onwards (maximum of 4 hours) • Venue: Singapore <p>Note: Venue that has a unique dining experience, and still with the taste of Singapore.</p> <ul style="list-style-type: none"> • No of Pax: 30-35 pax • Menu: For approval of TPB. <p>B. Provision of Travel Expenses for One (1) Dive Speaker on 12-14 April 2024</p> <ul style="list-style-type: none"> • Air tickets from Manila to Singapore to Manila (Preferably Premium Economy) • Accommodation in business type or 4-star hotel within 10 KM from the event venue. • Meal allowance for the whole duration of his/her stay in Singapore. • Transportation in Singapore (hotel to venue to hotel) <p>C. Giveaways for the Consumers</p>	PhP410,000.00	PhP410,000.00

Item (Filipino Snacks)	Recipients	Quantity
Dried Mangorind 175 grams,	Consumer	200 packs
Dried Mangoes 100 grams	Consumer	50 packs
Chocnut 200 grams	Consumer	50 packs
Total Allotted Budget for Giveaways: PHP		
50,000.00		

*** Sample of each item should be submitted to TPB for approval before production/purchase of all items prior to shipping to Singapore.

D. Provision of transportation services for the following:

- One (1) minibus for the Philippine Sellers from the official venue to the Networking Dinner Venue good for 45-50 pax

Pick Up Time : 7pm Singapore Time

- One (1) van that will transfer the TPB officers/official together with their luggage and promotional material on the following dates:

10 April 2024-Changi Airport to Hotel

11 April 2024-Hotel to Event Venue

15 April 2024- Hotel to Changi Airport

* With driver inclusive of gas and parking fees

*Inclusive of licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees.

E. Administrative Services

- Delivery/transportation services for promotional materials, and other items for the event to and from supplier storage to the event venue in Singapore. This includes the additional luggage allowance for the TPB officers who will bring also the promotional materials.

- Assistance on other related matters that may not have been included in this document but deemed necessary by either party.

IV. PROJECT IMPLEMENTATION SCHEDULE

Date: 10-15 April 2024

Venue:,Singapore

V. QUALIFICATIONS OF BIDDERS:

A. 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 Singapore;

B. Must be in operation for at least three (3) years; and

C. Must have organized and implemented at least one (1) fair/event with similar scale with international participation or audience, preferably in Singapore.

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract (ABC) is FOUR HUNDRED TEN THOUSAND PESOS (PHP 410,000.00), inclusive of all applicable taxes and bank-related fees).

VII. TERMS OF PAYMENT:

- Must be willing to provide services on a "send-bill" arrangement based on the actual costs incurred.
- Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- 30 days upon receipt of SOA/billing
- Full payment will be on the send-bill arrangement statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services. The supplier will be paid once the travel is completed.

The supplier are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

VIII. CONTRACT DURATION

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

IX. PROJECT OFFICER'S CONTACT INFORMATION:

MR. BILLY JOHN N. CASABUENA
Market Specialist II
ASEAN and the Pacific Division
International Promotions Department

	Email address: billy_casabuena@tpb.gov.ph		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP410,000.00 inclusive of all applicable taxes		


Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **22 February 2024 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 Event Management Company for Asia Dive Expo 2024

Quotation No. TPB-PR.2024.02.044

[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	<p>III. SCOPE OF SERVICES:</p> <p>The Tourism Promotions Board (TPB) is inviting qualified Events Management Companies/Event Organizers or other Suppliers providing similar services, preferably with counterparts in Singapore, to assist in the preparation, coordination, and implementation of requirements for the abovementioned event based on the following guidelines:</p>	
2	<p>A. Lease of venue with Food and Beverage Requirements for the Networking Dinner for the Philippine Delegation</p> <ul style="list-style-type: none"> • Date: 12 April 2024 • Time: 07: 00 PM onwards (maximum of 4 hours) • Venue: Singapore <p>Note: Venue that has a unique dining experience, and still with the taste of Singapore.</p> <ul style="list-style-type: none"> • No of Pax: 30-35 pax • Menu: For approval of TPB. 	
3	<p>B. Provision of Travel Expenses for One (1) Dive Speaker on 12-14 April 2024</p> <ul style="list-style-type: none"> • Air tickets from Manila to Singapore to Manila (Preferably Premium Economy) • Accommodation in business type or 4-star hotel within 10 KM from the event venue. • Meal allowance for the whole duration of his/her stay in Singapore. • Transportation in Singapore (hotel to venue to hotel) 	
4	<p>C. Giveaways for the Consumers</p>	

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6	<p>E. Administrative Services</p> <ul style="list-style-type: none"> Delivery/transportation services for promotional materials, and other items for the event to and from supplier storage to the event venue in Singapore. This includes the additional luggage allowance for the TPB officers who will bring also the promotional materials. Assistance on other related matters that may not have been included in this document but deemed necessary by either party. 	
7	<p>IV. PROJECT IMPLEMENTATION SCHEDULE</p> <p>Date: 10-15 April 2024 Venue:,Singapore</p>	
8	<p>V. QUALIFICATIONS OF BIDDERS:</p> <p>A. Must be a duly registered Philippine company engaged in the business as and Events Management Company / Project Management Company with</p>	

	<p>experience in event organization and implementation; preferably with a counterpart in Singapore;</p> <p>B. Must be in operation for at least three (3) years; and</p> <p>C. Must have organized and implemented at least one (1) fair/event with similar scale with international participation or audience, preferably in Singapore.</p>	
9	<p>VI. APPROVED BUDGET FOR THE CONTRACT:</p> <p>The Approved Budget for the Contract (ABC) is FOUR HUNDRED TEN THOUSAND PESOS (PHP 410,000.00), inclusive of all applicable taxes and bank-related fees).</p>	
10	<p>VII. TERMS OF PAYMENT:</p> <ul style="list-style-type: none"> ● Must be willing to provide services on a “send-bill” arrangement based on the actual costs incurred. ● Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. ● 30 days upon receipt of SOA/billing ● Full payment will be on the send-bill arrangement statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services. The supplier will be paid once the travel is completed. <p>The supplier are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p>	
11	<p>VIII. CONTRACT DURATION</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full 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