

06 March 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-03-078
PR No. 2.048
Requirements: Services of an Events Management Company for the Faculty and VIPs Dinner of the Aspire 2024 Congress

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)																		
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <table border="1"> <tr> <td>Event</td> <td>TPB-hosted Faculty and VIPs Dinner Reception</td> </tr> <tr> <td>Date & Time</td> <td>25 May 2024 (Saturday) 7:00 to 10:00 PM</td> </tr> <tr> <td>Proposed Venue</td> <td>A historical/cultural venue in Manila such as <u>Illustrado</u>, National Museum of Natural History, The Manila Metropolitan Theater</td> </tr> <tr> <td>Proposed Theme</td> <td>Filipino Fiesta</td> </tr> <tr> <td>Set-Up</td> <td>Banquet</td> </tr> <tr> <td>Profile of Guests</td> <td>Foreign Speakers from the medical field; Local VIPs (medical association officials) and other guests</td> </tr> <tr> <td>No of Pax</td> <td>150 - 200 pax</td> </tr> <tr> <td>Minimum Guarantee</td> <td>180 pax</td> </tr> <tr> <td>ABC</td> <td>PhP840,000.00</td> </tr> </table> <p>Venue</p> <ol style="list-style-type: none"> Bidder's proposal must include at least two (2) recommended venues that comply with the following requirements: <ul style="list-style-type: none"> Must be available on 25 May 2024, 7:00 PM to 10:00 PM Must be within 7 kilometers radius from the official congress venue, the PICC; Preferably a venue of historical/cultural significance Must be a covered/indoor airconditioned venue that can be styled using ambient décor to complement the selected theme Venue package should include at least two (2) hours for ingress/egress, in addition to a minimum of three (3) hours use for the dinner reception proper Must have adequate parking spaces nearby <p>Food and Beverages</p> <ol style="list-style-type: none"> Bidder must be able to provide the following F&B requirements: <ul style="list-style-type: none"> Buffet style dinner for a minimum of 150 pax, maximum of 200 pax, on 25 May 2024; A selection of at least two special local and international menus, which should cost no less than PhP1,700.00 net per pax; Menu choices should include appetizer/salad, soup, main course (with choices of beef or pork, chicken, fish/seafood, vegetable dishes), rice, pasta, desserts, hot 	Event	TPB-hosted Faculty and VIPs Dinner Reception	Date & Time	25 May 2024 (Saturday) 7:00 to 10:00 PM	Proposed Venue	A historical/cultural venue in Manila such as <u>Illustrado</u> , National Museum of Natural History, The Manila Metropolitan Theater	Proposed Theme	Filipino Fiesta	Set-Up	Banquet	Profile of Guests	Foreign Speakers from the medical field; Local VIPs (medical association officials) and other guests	No of Pax	150 - 200 pax	Minimum Guarantee	180 pax	ABC	PhP840,000.00		PhP840,000.00
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& cold drinks; Final menu for approval of the TPB and the LOC;

- Provision for possible dietary restrictions of some guests (vegetarian, halal, gluten free, food allergies, etc.);
- Food presentation and sampling/tasting, as may be required by event organizers, at least two weeks before the event date.

Banquet Set-up

1. Dining tables and chairs appropriately dressed (table linens, chair covers) and ambient décor to complement the theme or look of the event;
2. Menu cards and food labels on the tables, place cards on identified tables, as applicable;
3. Sufficient number of uniformed and well-trained banquet service personnel/ waiter service on stand-by for the VIP tables, and a dedicated Event Sales Leader to attend to all arrangements;
4. F&B to be served fresh/hot and ready at least 30 minutes before the dinner.
5. Compliance with hygienic practices/services and standard food safety regulations.

Venue Styling and Décor

1. Complete styling of the main dining room (indoor) according to the selected theme, e.g. hanging buntings or pahiyas/kiping lantern, and such;
2. Styling/décor to include the immediate area around the function room such as the entrance area, walkways and stairways leading to the main dining area;
3. Any additional décor/elements that may be needed to enhance the execution of the theme (look and feel) at the venue;
4. Overall venue styling and décor plan must be in consultation with, and subject to the approval of, the TPB and the ASPIRE LOC prior to finalization at least two weeks before the event date.

Entertainment

1. Provide performers that can deliver the fiesta experience for guests as they enter the venue such as banda kawayan or rondalla musicians, Masskara/Ati-Atihan dancers and drumbeaters, etc.;
2. Provide singers/musicians that can deliver a simple/ambient 10 to 15-minute live musical performance in the main dining area, which complements the theme;
3. Entertainment presentation must use lively music that encourages audience interaction;
4. Performers must have experience performing for large audiences in various international events held in the Philippines;
5. Meals, transportation, and other miscellaneous requirements of the performers during the event date;

	<p>6. Technical requirements such as lights and sounds, A/V system, as may be needed, to enhance the entertainment program;</p> <p>7. Entertainment plan for discussion with, and subject to the approval of the TPB and the ASPIRE LOC prior to finalization at least two weeks before the event date.</p> <p>Other Requirements</p> <ol style="list-style-type: none"> Photo / Video Documentation <ul style="list-style-type: none"> Document the event in photo and video in HD .mov or .mp4 format Copies of the photos and videos (raw) must be saved in an external hard drive, for submission to the TPB within 15 days after the event Must be flexible and can adjust immediately to urgent requirements without additional costs to TPB; Other arrangements that may be mutually agreed upon by the TPB/event organizer and the supplier. <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> Company Profile (for new bidder) SEC/DTI Certificate of Registration Accomplished Statement of Compliance to the Technical Specification Annex "A" List of at least three (3) similar completed projects for National Government Agencies (NGAs) or Local Government Units (LGUs), and/or Private Agencies, Institutions or Organizations with a Certificate of Completion with Satisfactory Performance as a supporting document. <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> PhilGEPS Registration Certificate Business/Mayor's Permit Income Tax Return Notarized Revised Omnibus Sworn Statement Annex "B" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specification Annex "A" Revised Omnibus Sworn Statement Annex "B" <p>NOTE:</p> <ol style="list-style-type: none"> All entries must be typewritten in your company letterhead. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP840,000.00 inclusive of all applicable taxes.		PhP840,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **14 March 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. VILLAFRANCA

Officer-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 FOR THE
FACULTY AND VIPS DINNER OF THE ASPIRE 2024 CONGRESS
TPB-RFQ 2024-03-078**

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)
Scope of Works and Deliverables		
1.	<p>Venue Bidder's proposal must include at least two (2) recommended venues that comply with the following requirements:</p> <ul style="list-style-type: none"> • Must be available on 25 May 2024, 7:00 PM to 10:00 PM • Must be within 7 kilometers radius from the official congress venue, the PICC; • Preferably a venue of historical/cultural significance • Must be a covered/indoor airconditioned venue that can be styled using ambient décor to complement the selected theme • Venue package should include at least two (2) hours for ingress/egress, in addition to a minimum of three (3) hours use for the dinner reception proper • Must have adequate parking spaces nearby 	
2.	<p>Food and Beverages Bidder must be able to provide the following F&B requirements:</p> <ul style="list-style-type: none"> • Buffet style dinner for a minimum of 150 pax, maximum of 200 pax, on 25 May 2024; • A selection of at least two special local and international menus, which should cost no less than PhP1,700.00 net per pax; • Menu choices should include appetizer/salad, soup, main course (with choices of beef or pork, chicken, fish/seafood, vegetable dishes), rice, pasta, desserts, hot & cold drinks; Final menu for approval of the TPB and the LOC; • Provision for possible dietary restrictions of some guests (vegetarian, halal, gluten free, food allergies, etc.); • Food presentation and sampling/tasting, as may be required by event organizers, at least two weeks before the event date. 	
3.	<p>Banquet Set-up</p> <ol style="list-style-type: none"> 1. Dining tables and chairs appropriately dressed (table linens, chair covers) and ambient décor to complement the theme or look of the event; 2. Menu cards and food labels on the tables, place cards on identified tables, as applicable; 3. Sufficient number of uniformed and well-trained banquet service personnel/ waiter service on stand-by for the VIP tables, and a dedicated Event Sales Leader to attend to all arrangements; 4. F&B to be served fresh/hot and ready at least 30 minutes before the dinner. 	

	5. Compliance with hygienic practices/services and standard food safety regulations.	
4.	Venue Styling and Décor <ol style="list-style-type: none"> 1. Complete styling of the main dining room (indoor) according to the selected theme, e.g. hanging buntings or pahiyas/kiping lantern, and such; 2. Styling/décor to include the immediate area around the function room such as the entrance area, walkways and stairways leading to the main dining area; 3. Any additional décor/elements that may be needed to enhance the execution of the theme (look and feel) at the venue; 4. Overall venue styling and décor plan must be in consultation with, and subject to the approval of, the TPB and the ASPIRE LOC prior to finalization at least two weeks before the event date. 	
5.	Entertainment <ol style="list-style-type: none"> 1. Provide performers that can deliver the fiesta experience for guests as they enter the venue such as banda kawayan or rondalla musicians, Masskara/Ati-Atihan dancers and drumbeaters, etc.; 2. Provide singers/musicians that can deliver a simple/ambient 10 to 15-minute live musical performance in the main dining area, which complements the theme; 3. Entertainment presentation must use lively music that encourages audience interaction; 4. Performers must have experience performing for large audiences in various international events held in the Philippines; 5. Meals, transportation, and other miscellaneous requirements of the performers during the event date; 6. Technical requirements such as lights and sounds, A/V system, as may be needed, to enhance the entertainment program; 7. Entertainment plan for discussion with, and subject to the approval of the TPB and the ASPIRE LOC prior to finalization at least two weeks before the event date. 	
6.	Other Requirements <ol style="list-style-type: none"> 1. Photo / Video Documentation <ul style="list-style-type: none"> • Document the event in photo and video in HD .mov or .mp4 format • Copies of the photos and videos (raw) must be saved in an external hard drive, for submission to the TPB within 15 days after the event 2. Must be flexible and can adjust immediately to urgent requirements without additional costs to TPB; 3. Other arrangements that may be mutually agreed upon by the TPB/event organizer and the supplier. 	
Additional Technical Requirements		
1.	<p>Must have previous experience servicing government or private social functions/ conferences/dinner receptions with international guests.</p> <ul style="list-style-type: none"> • Submit a list of at least three (3) similar completed projects for National Government Agencies (NGAs) or Local Government Units (LGUs), and/or Private Agencies, Institutions or Organizations with a Certificate of Completion with Satisfactory Performance as a supporting document. 	
Approved Budget for the Contract (ABC)		
1.	The Approved Budget for the Contract (ABC) is EIGHT HUNDRED FORTY THOUSAND PESOS ONLY (PHP840,000.00) inclusive of applicable taxes and fees. The winning bid shall be determined based on the proposal with the	

	<p>most advantageous financial package cost, provided that the amount of the bid does not exceed the approved budget. Bidders are required to submit a budget bid proposal with a breakdown of costs which should cover the following and all necessary related expenses:</p> <ol style="list-style-type: none"> 1. Venue rental and overall venue styling/themed décor 2. Food and Beverage, Banquet services 3. Technical equipment and utilities 	
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Terms of Payment

1.	Payment will be on send-bill arrangement.	
2.	A Statement of Account / Billing Statement with detailed costs including management fee must be submitted upon completion of all services rendered	
3.	Full payment will be made in 30 days upon completion of the requirements stipulated in the technical specifications and scope of services	
4.	Additional guests in excess of 200 pax and/or any requested special arrangement/s that is not covered by this contract shall be charged to the account of the ASPIRE international and local organizers	
5.	Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have an LBP account, bank charges to a preferred alternate bank will be shouldered by the bidder.	

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]

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]