

## REQUEST FOR QUOTATION

April 16, 2024

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

**Quotation No:** RFQ-24-04-3

**PR No:** PR-2024-04-011

**REQUIREMENTS:** Mini Sportsfest

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	Events Management Company for TPB 2024 Mini Sportsfest SCOPE OF DELIVERABLES a. Venue Rentals (Within the 15km radius of the office location) 1. Opening Ceremony 2. Awarding Ceremony 3. Basketball 4. Volleyball 5. Badminton 6. Bowling b. Team Uniform Jersey set (full sublimation) c. Medals, Trophies, and Plaques c.1 TROPHY ·Basketball: Champion, 2nd place, 3rd place ·Volleyball: Champion, 2nd place, 3rd place c.2 MEDALS ·Basketball: Mythical Five (5) ·Volleyball: Mythical Five (5) ·Badminton: Champion, 2nd place, 3rd place ·Table Tennis: Champion, 2nd place,	1,000,000.00	Php 1,000,000.00

**TOURISM PROMOTIONS BOARD PHILIPPINES**

4rth Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines  
 Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

<p>3rd place</p> <ul style="list-style-type: none"> <li>·Darts: Champion, 2nd place, 3rd place</li> <li>·Chess: Champion, 2nd place, 3rd place</li> <li>·Bowling: Champion, 2nd place, 3rd place</li> <li>·E-Games (Mobile Legends): Champion, 2nd place, 3rd place</li> <li>·Cheer Dance Competition: Champion</li> </ul> <p>c.3 PLAQUE</p> <ul style="list-style-type: none"> <li>·Basketball: Most Valuable Player (MVP)</li> <li>·Volleyball: MVP</li> <li>·Best Muse</li> </ul> <p>d. Sports Officials</p> <ul style="list-style-type: none"> <li>Basketball - Three (3) officials</li> <li>Volleyball - Three (3) officials</li> <li>Badminton - Three (3) officials</li> <li>Bowling - Two (2) officials</li> <li>Darts - Two (2) officials</li> <li>Chess - Two (2) officials</li> <li>Table Tennis - Two (2) officials</li> <li>E-Games (Mobile Legends) - Two (2) officials</li> </ul> <p>e. Food and Beverage</p> <p>f. Medical team</p> <p>g. Equipment and Supplies</p> <p>h. Photo and Video Coverage</p> <p>i. Backdrop</p> <p>j. Host/Emcee</p> <p>k. Pull Up Banners</p> <p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> <li>1. Bidder must have at least two (2) years of experience in conducting various events and activities in government and private offices</li> <li>2. Submit a proposal based on the above deliverables with price quotation</li> <li>3. Submit list of personnel as sports officials, and medical team</li> <li>4. Submit proposed items for the equipment and supplies, subject for approval of TPB</li> </ol> <p>ACTIVITY DURATION - 06-24 May 2024 from 8:00AM-6:00PM (inclusive of ingress and egress)</p>		
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	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <p>Company Profile (for new bidder) Accomplished Statement of Compliance to the Technical Specifications Submit a proposal based on the above deliverables with price quotation Submit list of personnel as sports officials, and medical team Submit proposed items for the equipment and supplies, subject for approval of TPB</p> <p><b>LEGAL COMPLIANCES</b></p> <p>PHILGEPS REGISTRATION MAYOR'S PERMIT/BUSINESS PERMIT INCOME/BUSINESS TAX RETURN DTI OR SEC REGISTRATION /CDA REGISTRATION OMNIBUS SWORN STATEMENT</p> <p>Note: 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.</p>		
Terms	FROM THE DATE OF RECEIPT OF THE NTP		
ABC	Approved Budget for Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation/proposal together with the technical and legal documents enumerated above to email address [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)/[soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) not later than **23 April 2024**, until **12:00 pm**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery.


The submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.

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%).

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Thank you very much.



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**JANET G. VILLAFRANCA**

OIC - PGSD

Contact Person: **SOLEIL MOON FAJARDO**

Contact No. 84043531

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**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
SERVICES OF AN EVENTS MANAGEMENT COMPANY FOR THE TPB 2024 MINI SPORTSFEST  
TPB-RFQ 24-04-3**

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.	<b>Venue Rentals (Within the 15km radius of the office location)</b> Activities requiring venue rental: <ol style="list-style-type: none"> <li>1. Opening Ceremony</li> <li>2. Awarding Ceremony</li> <li>3. Basketball</li> <li>4. Volleyball</li> <li>5. Badminton</li> <li>6. Bowling</li> </ol>	
2.	<b>Team Uniform</b> <b>Activity:</b> Competition Proper <b>Particulars:</b> Jersey set (full sublimation)	
3.	<b>Medals, Trophies, and Plaques</b> <b>Trophy</b> <ol style="list-style-type: none"> <li>1. Basketball: Champion, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place</li> <li>2. Volleyball: Champion, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place</li> </ol> <b>Medals</b> <ol style="list-style-type: none"> <li>1. Basketball: Mythical Five (5)</li> <li>2. Volleyball: Mythical Five (5)</li> <li>3. Badminton: Champion, 2nd Place, 3rd Place</li> <li>4. Table Tennis: Champion, 2nd Place, 3rd Place</li> <li>5. Darts: Champion, 2nd Place, 3rd Place</li> <li>6. Chess: Champion, 2nd Place, 3rd Place</li> <li>7. Bowling: Champion, 2nd Place, 3rd Place</li> <li>8. E-Games (Mobile Legends): Champion, 2nd Place, 3rd Place</li> <li>9. Cheer Dance Competition: Champion</li> </ol> <b>Plaque</b> <ol style="list-style-type: none"> <li>1. Basketball: Most Valuable Player (MVP)</li> <li>2. Volleyball: MVP</li> <li>3. Best Muse</li> </ol>	
4.	<b>Sports Officials</b> <ol style="list-style-type: none"> <li>1. Basketball – Three (3) officials</li> <li>2. Volleyball – Three (3) officials</li> <li>3. Badminton – Three (3) officials</li> <li>4. Bowling – Two (2) officials</li> <li>5. Darts – Two (2) officials</li> <li>6. Chess – Two (2) officials</li> <li>7. Table Tennis – Two (2) officials</li> <li>8. E-Games (Mobile Legends) – Two (2) officials</li> </ol>	
5.	<b>Food and Beverage</b> <b>Opening Ceremony – 06 May 2024</b> <ol style="list-style-type: none"> <li>1. AM Snacks <i>Choice of pasta, sandwich, or pastry with drinks</i></li> <li>2. Buffet Lunch <i>Rice, at least two (2) viands, dessert and one round of drinks</i></li> <li>3. PM Snacks</li> </ol>	

	<p><i>Choice of pasta, sandwich, or pastry with drinks 170 pax / 120 pax minimum guaranteed / Actual number for finalization at least one week before the event Menu for approval</i></p> <p><b>Competition Proper – 07 May 2024 to 23 May 2024</b></p> <p>1. Light Snacks for players during the scheduled games <i>Choice of pasta, sandwich, or pastry with drinks / Menu for approval. Subject to actual number of participants/ players and finalization of scheduled events/games.</i></p> <p><b>Cheer Dance Competition and Awarding Ceremony – 24 May 2024</b></p> <p>1. AM Snacks (pasta), Buffet Lunch <i>Rice, at least two (2) viands, dessert, and one round of drinks For 170 pax (120 pax guaranteed)</i></p>									
6.	<p><b>Medical Team</b></p> <p>1. Opening Ceremony – Two (2) First Aiders, One (1) Ambulance 2. Competition Proper – One (1) First Aider</p>									
7.	<p><b>Equipment and Supplies</b></p> <p>1. Basketball: Two (2) official basketball size 7, premium composite leather for indoor and outdoor 2. Volleyball: Two (2) high quality microfiber synthetic leather volleyball, one (1) flip board scorer, one (1) scorebook 3. Darts: One (1) dart board, two (2) sets of dart pins 4. Chess: Two (2) digital chess clock, four (4) chess mat 5. Badminton: Four (4) tubes of shuttlecock, scoresheet</p> <p><i>Equipment and supplies specified above shall be the property of the TPB after the conduct of event.</i></p>									
8.	<p><b>Photo and Video Coverage</b></p> <p>1. Opening Ceremony: One (1) photographer and one (1) videographer 2. Championship Game: One (1) photographer and one (1) videographer</p> <p><i>Video of the Opening Ceremony and Game Highlights to be presented during the Awarding Ceremony.</i></p>									
9.	<p><b>Backdrop</b></p> <p>1. Opening Ceremony and Awarding Ceremony: Backdrop 5ft x 10ft</p>									
10.	<p><b>Host/ Emcee</b></p> <p>1. Opening Ceremony – 06 May 2024 2. Awarding Ceremony – 24 May 2024</p>									
11.	<p><b>Pull Up Banners</b></p> <p>1. Opening Ceremony and Awarding Ceremony: 2.75 ft x 6.5 ft</p>									
<b>Indicative Program of Activities</b>										
1.	<table border="1"> <thead> <tr> <th>DATE</th> <th>ACTIVITIES</th> </tr> </thead> <tbody> <tr> <td>06 May 2024</td> <td>Opening Ceremony Exhibition Game TPB Mini Sportsfest Muse of the Year (Talent and Q&amp;A)</td> </tr> <tr> <td>07-23 May 2024</td> <td>Competition Proper of Sports Activities and E-Games  Outdoor Games (Basketball, Volleyball, Badminton, Bowling): Every Monday, Wednesday, and Friday from 9:00 AM to 4:00 PM  Indoor Games (Table Tennis, Darts, Chess, E-Games): Every Tuesday and Thursday from 9:00 AM to 4:00 PM</td> </tr> <tr> <td>24 May 2024</td> <td>Cheer Dance Competition Awarding Ceremony</td> </tr> </tbody> </table>	DATE	ACTIVITIES	06 May 2024	Opening Ceremony Exhibition Game TPB Mini Sportsfest Muse of the Year (Talent and Q&A)	07-23 May 2024	Competition Proper of Sports Activities and E-Games  Outdoor Games (Basketball, Volleyball, Badminton, Bowling): Every Monday, Wednesday, and Friday from 9:00 AM to 4:00 PM  Indoor Games (Table Tennis, Darts, Chess, E-Games): Every Tuesday and Thursday from 9:00 AM to 4:00 PM	24 May 2024	Cheer Dance Competition Awarding Ceremony	
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24 May 2024	Cheer Dance Competition Awarding Ceremony									
<b>Technical Requirements</b>										
1.	Bidder must have at least two (2) years of experience in conducting various events and activities in government and private offices.									
2.	Submit a proposal based on the above deliverables with price quotation.									

3.	Submit list of personnel as sports officials, and medical team.	
4.	Submit proposed items for the equipment and supplies, subject for approval of TPB.	
<b>Activity Duration</b>		
1.	06 – 24 May 2024 from 8:00 AM to 6:00 PM (inclusive of ingress and egress)	
<b>Terms of Payment</b>		
1.	Send a bill to the Tourism Promotions Board. Full payment upon completion of deliverables and submission/receipt of invoice, billing, and/or other pertinent documents.	
2.	<p>The following documents should be submitted by the winning bidder for the processing of payment:</p> <ol style="list-style-type: none"> <li>Original copy of Statement of Account/ Billing Statement with detailed costs for all services rendered to include management fee addressed to:   <b>ROSSANDRA AMYTHEA Q. CAYAGO</b>  Acting Head, Personnel and Human Resources Development Division  Tourism Promotions Board  6/F 5 E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 Philippines</li> <li>Original copy of Statement of Account/ Billing Statement shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.</li> <li>Copy of Official Receipt</li> </ol> <p>Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.</p> <p>Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.</p>	

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]*