

REQUEST FOR QUOTATION

May 27, 2024

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

Quotation No. TPB-PR.2024.05.138

REQUIREMENTS : SERVICES OF AN EVENT MANAGEMENT COMPANIES/EVENT ORGANIZERS/PRODUCTION COMPANIES

PROJECT : International Tourism and Travel Show (ITTS)

| Quantity | Particulars | Estimated Unit Price | Estimated Total Amount | | | | |
|--|--|----------------------|--|--|--|---------------|---------------|
| 1 LOT | <p>A. BOOTH OPERATIONS: Provide the following services:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Particulars</th> </tr> </thead> <tbody> <tr> <td> Meals at the Philippine Booth (4 pax) <i>Note:</i> <ul style="list-style-type: none"> • Provision of Food and Beverage for two (2) Philippine Sellers and two (2) French Interpreters - 01 November 2024 - 02 November 2024 - 03 November 2024 </td> </tr> <tr> <td> Snacks and Refreshments at the Philippine Booth (4 pax) <i>Note:</i> <ul style="list-style-type: none"> • Provision of Snacks and Refreshments such as water, nuts and candies for all booth staff. - 01 November 2024 - 02 November 2024 - 03 November 2024 </td> </tr> <tr> <td> Pre-Event Coordination Meeting in the amount of USD 600.00 <i>Note:</i> <ul style="list-style-type: none"> • Date: 31 October 2024 • Time: 07: 00 PM onwards (maximum of 4 hours) • Venue: Montreal, Quebec, Canada • No of Pax: 10 pax (estimate) • Menu (not Filipino cuisine): For approval of TPB </td> </tr> </tbody> </table> | Particulars | Meals at the Philippine Booth (4 pax) <i>Note:</i> <ul style="list-style-type: none"> • Provision of Food and Beverage for two (2) Philippine Sellers and two (2) French Interpreters - 01 November 2024 - 02 November 2024 - 03 November 2024 | Snacks and Refreshments at the Philippine Booth (4 pax) <i>Note:</i> <ul style="list-style-type: none"> • Provision of Snacks and Refreshments such as water, nuts and candies for all booth staff. - 01 November 2024 - 02 November 2024 - 03 November 2024 | Pre-Event Coordination Meeting in the amount of USD 600.00 <i>Note:</i> <ul style="list-style-type: none"> • Date: 31 October 2024 • Time: 07: 00 PM onwards (maximum of 4 hours) • Venue: Montreal, Quebec, Canada • No of Pax: 10 pax (estimate) • Menu (not Filipino cuisine): For approval of TPB | PhP990,000.00 | PhP990,000.00 |
| Particulars | | | | | | | |
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B. TRAVEL, ADMINISTRATIVE AND LOGISTICAL EXPENSES:

| Particulars |
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| <p>Manpower Support / French Interpreter (2 pax)</p> <p>Note:</p> <ul style="list-style-type: none"> • Should be able to speak in English and French • Service to render for 8 hours for 3 days |
| <p>Transportation for Logistical Requirements (5 days)</p> <p>Note:</p> <ul style="list-style-type: none"> • One (1) van that will transfer luggage and promotional materials along with Philippine seller participants on the following dates: <ul style="list-style-type: none"> - 30 October 2024: Promotional Materials from Montreal Airport to Hotel - 31 October 2024: Promotional Materials from Hotel to Event Venue - 01 November 2024: Promotional Materials and Seller Delegates from Hotel to Event Venue to Hotel - 02 November 2024: Promotional Materials and Seller Delegates from Hotel to Event Venue to Hotel - 03 November 2024: Promotional Materials and Seller Delegates from Hotel to Event Venue to Hotel • With driver inclusive of gas and parking fees • Inclusive of licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees. |
| <p>Air Tickets of two (2) PDOT New York Representatives (New York – Montreal – New York)</p> |
| <p>Travel Insurance of two (2) PDOT New York Representatives</p> |
| <p>Daily Subsistence Allowance (DSA) of two (2) PDOT New York (US\$ 365.00 x 6 days x 2 pax) = US\$ 4,380.00</p> |
| <p>Translation of Philippine Destination Brochures to French (8 kinds of Philippine brochures)</p> <ol style="list-style-type: none"> 1. Philippine Omnibus Primer 2. Dive Brochure 3. National Capital Region 4. Cordillera Administrative Region 5. MIMAROPA 6. Western Visayas 7. Central Visayas 8. CARAGA <p>Note:</p> <ul style="list-style-type: none"> • Soft copies of the English brochure will be provided by the TPB to the translator. • Translated soft copies of the brochures to be sent to TPB subject to approval. |
| <p>Printing of Philippine Destination Brochures</p> <ul style="list-style-type: none"> • (150pcs) Philippine Omnibus Primer – English • (150pcs) Philippine Omnibus Primer – French • (150pcs) Dive Brochure – French • (150pcs) National Capital Region – French • (150pcs) Cordillera Administrative Region – French • (150pcs) MIMAROPA – French • (150pcs) Western Visayas – French • (150pcs) Central Visayas – French • (150pcs) CARAGA – French <p>Note:</p> <ul style="list-style-type: none"> • Philippine Omnibus Primer (Sample TBA): - Paper Size: A3 297mm x 420mm |

- **Paper Stock:** Constellation Snow White (130 gsm)
 - **Paper Color:** White
 - **Print Color:** Full color both sides
 - **Printing Process:** Offset printing
- **Dive Brochure Specifications (Sample TBA):**
 - **Spread:** 29.7cm (width) x 42cm (height)
 - **Folded:** 10cm (width) x 21cm (height)
 - **Folding:** 6 panels front and back with folding
 - **Paper Stock:** Matt art paper 80lbs
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 - **Print Color:** Full color both sides
 - **Printing Process:** Offset printing
 - **Printing to be done in Montreal, Quebec, Canada to lessen the cost of excess baggage allowance from Manila to Montreal.**
 - **Printed brochures will be picked up on 30 October 2024.**

Excess Baggage Allowance (Manila - Montreal) with a maximum amount of US\$ 1,000.00

Other Onsite Expenses in the amount of US\$ 500.00

Canada Visa Application of 1 TPB Officer

C. PROMOTIONAL GIVEAWAYS

| Particulars |
|--|
| <p>300 pcs. – Catcha Bag (Tote Type)</p> <p>Specifications (Sample Material TBA): Dimensions: 14"(w) x 13.5"(h) x 2.75" base Material: Catcha Print: Line-Art Design Design: Sustainable, Community-based, light weight</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>FRONT</p>  </div> <div style="text-align: center;"> <p>BACK</p>  </div> </div> |
| 20 pcs. – Dried Mango Balls (100g) |
| 300 pcs. – Dried Mangoes (20g) |
| 15 pcs. – Chocolate Dried Mangoes (7 pcs/pack) |

PROJECT IMPLEMENTATION SCHEDULE

| Date | Activity |
|---------------------|---|
| 14 October 2024 | Full Delivery of Promotional Giveaways |
| 30 October 2024 | Brochures Printed in Montreal to be Picked-Up |
| 31 October 2024 | Pre-Event Coordination Meeting |
| 01-03 November 2024 | ITTS Event Proper |

ADDITIONAL ELIGIBILITY REQUIREMENTS:

1. Must be a duly registered Philippine company engaged in the business as an Events Management Company / Project Management Company with experience in event organization and implementation; preferably with a counterpart in Canada;
2. Must be in operation for at least three (3) years; and
3. Must have organized and implemented at least one (1) fair/event with an international participation or audience, preferably in the US and Canada.

APPROVED BUDGET FOR THE CONTRACT (ABC)

Approved Budget for the Contract is **NINE HUNDRED NINETY THOUSAND PESOS (PhP 990,000.00)**, inclusive of service charge, applicable taxes, and fees.

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.

Thirty (30) days upon receipt of SOA/billing.

Full payment will be on the send-bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.

CONTRACT DURATION

| | | | |
|-------|---|--|--|
| | <p>The contract shall commence from the date of the receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p> <p>Attachments:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications 2. Technical Specification and Itinerary <p>SUBMIT TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Accomplished Statement of Compliance to the Technical Specifications 2. Company Profile <p>SUBMIT LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Updated Business/Mayor's permit 2. PhilGEPS Registration Certificate 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. DTI / SEC Registration <p>1. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p> | | |
| Terms | 30 days upon receipt of invoice | | |
| ABC | Approved Budget for Contract (ABC) is PhP990,000.00 inclusive of all applicable taxes | | |

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **05 June 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.



JANET G. VILLAFRANCA
Officer-In-Charge, 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 AN EVENT MANAGEMENT COMPANIES/EVENT ORGANIZERS/PRODUCTION COMPANIES

PROJECT: International Tourism and Travel Show (ITTS)

Quotation No. TPB-PR.2024.05.138

[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) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|--|--|--|--------------|--|---|--|---|-------------------------|---|-------------------------|---|-------------------------|--|--|--------------|--|---|--|---|-------------------------|---|-------------------------|---|-------------------------|---|--|--------------|--|---|------------------------------|---|---|---|--|---|-------------------------------------|---|---|--|
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2

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| Particulars |
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Excess Baggage Allowance (Manila - Montreal) with a maximum amount of US\$ 1,000.00

Other Onsite Expenses in the amount of US\$ 500.00

Canada Visa Application of 1 TPB Officer

3

C. **PROMOTIONAL GIVEAWAYS**

| Particulars |
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| <p>300 pcs. – Catcha Bag (Tote Type)</p> <p>Specifications (Sample Material TBA): Dimensions: 14"(w) x 13.5"(h) x 2.75" base Material: Catcha Print: Line-Art Design Design: Sustainable, Community-based, light weight</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>FRONT</p>  </div> <div style="text-align: center;"> <p>BACK</p>  </div> </div> |

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| 4 | <p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Date Activity</p> <p>14 October 2024 Full Delivery of Promotional Giveaways</p> <p>30 October 2024 Brochures Printed in Montreal to be Picked-Up</p> <p>31 October 2024 Pre-Event Coordination Meeting</p> <p>01-03 November 2024 ITTS Event Proper</p> | | | | |
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| 6 | <p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>Approved Budget for the Contract is NINE HUNDRED NINETY THOUSAND PESOS (PhP 990,000.00), inclusive of service charge, applicable taxes, and fees.</p> | | | | |
| 7 | <p>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. • Thirty (30) days upon receipt of SOA/billing. • Full payment will be on the send-bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services. | | | | |
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| 9 | <p>SUBMIT TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Accomplished Statement of Compliance to the Technical Specifications 2. Company Profile <p>SUBMIT LEGAL REQUIREMENTS</p> | | | | |

| | | |
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| | <ol style="list-style-type: none">1. Updated Business/Mayor's permit2. PhilGEPS Registration Certificate3. Income/Business Tax Return4. Notarized Omnibus Sworn Statement5. DTI / SEC Registration | |
| | | |

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date