

REQUEST FOR QUOTATION

May 16, 2024

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

Quotation No: RFQ-24-05-17

PR No: PR-2024-05-056

REQUIREMENTS: Philippine Hosting of the 36th Joint Meeting of the UN Tourism Commission for East Asia and the Pacific and the UN Tourism Commission for South Asia and Related Meetings

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 N/A	<p>Services of an Event Management Company</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. COMPANY PROFILE (FOR NEW BIDDER) 2. ACCOMPLISHED STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS 3. LIST OF SIMILAR PROJECTS HANDLED WITHIN THE LAST THREE (3) YEARS <p>LEGAL COMPLIANCES</p> <ol style="list-style-type: none"> 1. PHILGEPS REGISTRATION 2. MAYOR'S PERMIT/BUSINESS PERMIT 3. INCOME/BUSINESS TAX RETURN 4. DTI OR SEC REGISTRATION/CDA REGISTRATION 5. OMNIBUS SWORN STATEMENT 	1,000,000.00	PhP1,000,000.00

TOURISM PROMOTIONS BOARD PHILIPPINES

4th 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

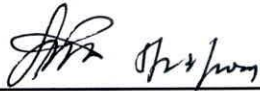
	<p>Note:</p> <p>1. All entries must be typewritten on your company letterhead.</p> <p>2. Price Validity shall be for a period of thirty (30) calendar days.</p>		
Terms	FROM THE DATE OF RECEIPT OF THE NTP		
ABC	Approved Budget for Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation/proposal together with the technical and legal documents enumerated above to email address bac_sec@tpb.gov.ph/soleil_fajardo@tpb.gov.ph not later than **29 May 2024**, until **5:00 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%).

Thank you very much.



ROSELLE D ROMERO

ACTING HEAD

Contact Person: **SOLEIL MOON FAJARDO**

Contact No. 84043531

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**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICES OF A PRODUCTION HOUSE/EVENT MANAGEMENT COMPANY FOR THE 36TH JOINT MEETING OF THE UN
TOURISM COMMISSION
TPB-RFQ 24-05-17**

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.	Provide technical requirements including but not limited to LED Screen (Length: 12 feet x Height: 9 feet), Lights and Sounds, and Stage during the entire duration of the program.	
2.	One (1) group of performers for the whole duration of the event <ul style="list-style-type: none"> • Preferably a band or ensemble • Minimum of thirty minutes (30) to maximum of two (2) hours performance • Music genre should be fit for an international audience and would ideally include Filipino culture and tradition • Performers must have experience with performing for an international audience, subject to TPB’s approval 	
3.	One (1) host who will facilitate the event program for the whole duration of the event.	
4.	The bidder should provide full production services that must include a full-production concept and execution of an entertainment package which will be flexible enough based on audience of the event and possible on-site adjustments as required by client.	
5.	Repertoire to be submitted upon receipt of NTP to TPB for approval, preferably 70’s or 80’s genre of mixed international and Filipino songs if with a band, or the songs and/or performance list for the ensemble.	
6.	Prepare a program scenario and script to include the following: spiels of Event Moderator / Voice Over/ Performer to be submitted upon receipt of NTP. Please see below for the proposed program flow: 07:00 PM to 10:00 PM <ul style="list-style-type: none"> - Invocation - Philippine National Anthem - Welcome Remarks (TPB or DOT) - Dinner Reception (Ambient Music, Showing of Tourism Videos on Screen) - Entertainment - Closing Remarks (TPB or DOT) - Photo Opportunity - Announcements/Reminders (if any) 	
7.	One (1) Project Manager to oversee, coordinate, and execute rehearsals of performers and present a final dry run performance.	
8.	Requirements and arrangements may be changed subject to schedule constraints and during the implementation proper. Any changes applied must not exceed the Approved Budget of Contract (ABC)	
Project Implementation Schedule		
1.	The delivery of the services of production house/event management company will be on 28 June 2024 in Mactan Island, Cebu, Philippines.	
Additional Technical Requirements		
1.	Must be Filipino owned, operated and legally registered event management under Philippine laws.	

2.	Must have at least three (3) years of experience in packaging entertainment programs in international and/or domestic events.	
3.	Must demonstrate a good reputation in the field of corporate launches and events utilizing both entertainment and arts management components (Submit list of similar projects handled within the last 3 years).	
Terms of Payment		
1.	Must be willing to accept a send-bill arrangement with the TPB.	
2.	Payment term is 30-days upon receipt of statement of Account (SOA) or Billing statement.	
3.	Payment will be made through Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to the preferred alternate bank will be shouldered by the bidder.	
4.	Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.	

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]