

June 28, 2024

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

Quotation No. TPB-PR. 2024-06-169

REQUIREMENTS: SERVICES OF AN EVENT MANAGEMENT COMPANY FOR GO DIVING SHOW ANZ 2024

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>The Tourism Promotions Board (TPB) is inviting qualified Events Management Companies/Event Organizers or other Suppliers providing similar services, preferably with counterparts in Australia, 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: 28 September 2024 • Time: 07: 00 PM onwards (maximum of 4 hours) • Venue: Within 3 km radius from the venue of the event (within Sydney, Australia) <p>Note: Venue that has a unique dining experience, and still with the taste of Australia.</p> <ul style="list-style-type: none"> • No of Pax: 15 pax (minimum guarantee is 10 pax) • Menu: For approval of TPB. 	PhP683,700.00	PhP683,700.00

B. Provision of Giveaways for the Consumers

Recipients: Consumer

Item (Filipino Snacks)

Dried Mangorind 90 grams

100 packs

Dried Mangoes 100 grams

50 packs

Total Allotted Budget for Giveaways:

PHP 15,000.00

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

C. 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 15 pax

Pick Up Time : 6:30 PM Sydney Time on 28 September 2024

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

26 or 27 September 2024 - Sydney Airport to Hotel

28 to 29 September 2024 - Hotel to Event Venue (roundtrip)

* With driver inclusive of gas and parking fees

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

D. Booth requirements

- Provision of unlimited drinking water and coffee for the Philippine delegation during the two-day dive show.

E. Administrative Services

- Delivery/transportation services for promotional materials, and other items for the event to the TPB office (Legaspi Towers 300, Roxas Boulevard, Malate, Manila). This includes the additional luggage allowance for the TPB officers who will also bring the promotional materials.
- Assistance on other related matters that may not have been included in this document but deemed necessary by either party.

PROJECT IMPLEMENTATION SCHEDULE

Date: 26 to 30 September 2024

Venue: Sydney, Australia

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 Australia;

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 an international participation or audience, preferably in Australia.

APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract (ABC) is SIX HUNDRED EIGHTY THREE THOUSAND SEVEN HUNDRED PESOS (PHP 683,700.00), inclusive of all applicable taxes and bank-related 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.
- 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 is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case

	<p>the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p>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> <p>TECHNICAL AND LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Accomplished Statement of Compliance to the Technical Specifications 2. Mayor's / Business Permit 3. PhilGEPS Registration Certificate 4. Income / Business Tax Return 5. Notarized Omnibus Sworn Statement 6. Company Profile 7. SEC / DTI Certificate <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. <p>Attachment: Technical Specification</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP683,700.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **July 09, 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, 6th Floor, Five E-com Center, Harbor Drive
Mall Of Asia Complex, Pasay City.

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
OIC, 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 COMPANY FOR GO DIVING SHOW ANZ 2024

Quotation No. TPB-PR. 2024-06-169

[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	The Tourism Promotions Board (TPB) is inviting qualified Events Management Companies/Event Organizers or other Suppliers providing similar services, preferably with counterparts in Australia, to assist in the preparation, coordination, and implementation of requirements for the abovementioned event based on the following guidelines:													
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: 28 September 2024 • Time: 07: 00 PM onwards (maximum of 4 hours) • Venue: Within 3 km radius from the venue of the event (within Sydney, Australia) <p>Note: Venue that has a unique dining experience, and still with the taste of Australia.</p> <ul style="list-style-type: none"> • No of Pax: 15 pax (minimum guarantee is 10 pax) • Menu: For approval of TPB. 													
3	<p>B. Provision of Giveaways for the Consumers</p> <p><i>Sample of each item should be submitted to TPB for approval before production/purchase of all items prior to shipping to Australia.</i></p> <table border="1" data-bbox="264 1659 1203 1883"> <thead> <tr> <th>Item (Filipino Snacks)</th> <th>Recipients</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Dried Mangorind 90 grams</td> <td>Consumer</td> <td>100 packs</td> </tr> <tr> <td>Dried Mangoes 100 grams</td> <td>Consumer</td> <td>50 packs</td> </tr> <tr> <td colspan="2">Total Allotted Budget for Giveaways: PHP 15,000.00</td> <td></td> </tr> </tbody> </table>	Item (Filipino Snacks)	Recipients	Quantity	Dried Mangorind 90 grams	Consumer	100 packs	Dried Mangoes 100 grams	Consumer	50 packs	Total Allotted Budget for Giveaways: PHP 15,000.00			
Item (Filipino Snacks)	Recipients	Quantity												
Dried Mangorind 90 grams	Consumer	100 packs												
Dried Mangoes 100 grams	Consumer	50 packs												
Total Allotted Budget for Giveaways: PHP 15,000.00														

4	<p>C. Provision of transportation services for the following:</p> <ul style="list-style-type: none"> • One (1) minibus for the Philippine Sellers from the official venue to the Networking Dinner Venue good for 15 pax <p>Pick Up Time : 6:30 PM Sydney Time on 28 September 2024</p> <ul style="list-style-type: none"> • One (1) van that will transfer the TPB officers together with their luggage and promotional material on the following indicative dates: <p>26 or 27 September 2024 - Sydney Airport to Hotel 28 to 29 September 2024 - Hotel to Event Venue (roundtrip)</p> <p>* With driver inclusive of gas and parking fees *Inclusive of licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees.</p>	
5	<p>D. Booth requirements</p> <ul style="list-style-type: none"> • Provision of unlimited drinking water and coffee for the Philippine delegation during the two-day dive show. 	
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 the TPB office (Legaspi Towers 300, Roxas Boulevard, Malate, Manila). This includes the additional luggage allowance for the TPB officers who will also bring 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>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Date: 26 to 30 September 2024</p> <p>Venue: Sydney, Australia</p>	
8	<p>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 experience in event organization and implementation; preferably with a counterpart in Australia;</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 an international participation or audience, preferably in Australia.</p>	
9	<p>APPROVED BUDGET FOR THE CONTRACT:</p>	

	The Approved Budget for the Contract (ABC) is SIX HUNDRED EIGHTY THREE THOUSAND SEVEN HUNDRED PESOS (PHP 683,700.00), inclusive of all applicable taxes and bank-related fees).	
10	<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. ● 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 is 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>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>	
12	<p>Must submit the following Documents:</p> <ol style="list-style-type: none"> 1. Accomplished Statement of Compliance to the Technical Specifications 2. Mayor's / Business Permit 3. PhilGEPS Registration Certificate 4. Income / Business Tax Return 5. Notarized Omnibus Sworn Statement 6. Company Profile 7. SEC / DTI Certificate 	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date