

September 2, 2024

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

Quotation No. TPB-PR. 2024-09-234

REQUIREMENTS: Services of Event Management Company for the Asian Defense and Security Crisis and Disaster Management Exhibition and Conference

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>Event: 5th Asian Defense and Security (ADAS), Crisis and Disaster Management Exhibition and Conference Date: 25 – 27 September 2024 Venue World Trade Center Metro Manila (WTCMM), Pasay City ABC: PHP1,000,000.00 included all fees and applicable taxes EVENT BANNER: World Trade Center Banner Indicative Size: 6 m. (H) 18 m. (W) Quantity: 1 Materials: Tarpaulin Location: Entrance / façade of the Official Venue Duration: 18 – 27 September 2024 *Subject to availability</p> <p>Other Requirements</p> <ul style="list-style-type: none"> • Inclusion of all logistical arrangements of the staff/ materials/ full color printing/ installation/ display/ maintenance and dismantling of the banner • Layout/ design to be provided by the TPB • Coordination with the Official Venue for the availability of the venue’s advertising space options/ reservation/ purchase/ 	PhP1,000,000.00	PhP1,000,000.00

permits and other ad space requirements as needed

Sample Photo:



B. FOOD AND BEVERAGE WITH CATERING SERVICES

Dates and Indicative Set Up

Three (3) buffet lunches

25 – 27 September 2024

Number of Pax

100 pax per day

300 pax in total

Note: The distribution of F&B may vary per day but will follow the total number of pax

Dietary Requirements

Include options for vegetarian and halal

Other Requirements

- Include allergen food labels
- Less use of plastic waste, as applicable
- In coordination with the Official Venue's accredited caterer/ supplier/ concessionaire
- Head caterer/ coordinator to be present during the event

ADDITIONAL TECHNICAL REQUIREMENTS

- Must be Filipino-owned, operating and legally registered as an Events Management Company under Philippine laws;
- Must have been in operation for at least three (3) years;
- List of at least three (3) organized and staged onsite events of the same nature;

	<ul style="list-style-type: none"> • List of at least three (3) TPB projects previously handled; • Any changes in specifications and arrangements must be discussed with TPB and must not exceed the contracted amount; • Any other requirements that may be mutually agreed upon by the TPB and the service provider within the contracted amount. <p>APPROVED BUDGET FOR THE CONTRACT (ABC) The Approved Budget of Contract (ABC) is ONE MILLION PESOS ONLY (PHP1,000,000.00) inclusive of all applicable taxes and fees.</p> <p>TERMS OF PAYMENT</p> <ul style="list-style-type: none"> • Must be willing to accept send-bill arrangement • Billing must be based on the actual costs and addressed to: MILO S. OROPEZA Acting Head, Events Marketing and Services Division MICE Department • Payment is processed upon receipt of complete documents and remitted after an estimated 30 working days • TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charges to be borne by the Supplier; • The following documents should be submitted by the winning bidder for the processing of payment: O Statement of Accounting/ Billing with costs for all services rendered to include all taxes and fees O Photo documentation of the services <p>DELIVERY TERMS</p>		
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	<p>Services will commence upon the receipt of the Notice to Proceed</p> <p>CONTACT DETAILS Ms. Mikaela Fuentes Email: mikaela_fuentes@tpb.gov.ph Landline: 8 525 9318 to 27</p> <p>OTHER TERMS AND CONDITIONS Neither party shall be held liable to the other for failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **06 September 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.



ROSELLE D. ROMERO
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 Event Management Company for the Asian Defense and Security Crisis and Disaster Management Exhibition and Conference

Quotation No. TPB-PR. 2024-09-234

[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	<p>SCOPE OF WORK/ SERVICES/ DELIVERABLES</p> <p>Event: 5th Asian Defense and Security (ADAS), Crisis and Disaster Management Exhibition and Conference Date: 25 – 27 September 2024 Venue World Trade Center Metro Manila (WTCMM), Pasay City ABC: PHP1,000,000.00 included all fees and applicable taxes</p>	
2	<p>EVENT BANNER: World Trade Center Banner Indicative Size: 6 m. (H) 18 m. (W) Quantity: 1 Materials: Tarpaulin Location: Entrance / façade of the Official Venue Duration: 18 – 27 September 2024 *Subject to availability</p>	
3	<p>Other Requirements</p> <ul style="list-style-type: none"> • Inclusion of all logistical arrangements of the staff/ materials/ full color printing/ installation/ display/ maintenance and dismantling of the banner • Layout/ design to be provided by the TPB • Coordination with the Official Venue for the availability of the venue’s advertising space options/ reservation/ purchase/ permits and other ad space requirements as needed 	

4	 <p>Sample Photo:</p>	
5	<p>FOOD AND BEVERAGE WITH CATERING SERVICES Dates and Indicative Set Up Three (3) buffet lunches 25 – 27 September 2024</p> <p>Number of Pax 100 pax per day 300 pax in total</p> <p>Note: The distribution of F&B may vary per day but will follow the total number of pax</p> <p>Dietary Requirements Include options for vegetarian and halal</p>	
6	<p>Other Requirements</p> <ul style="list-style-type: none"> • Include allergen food labels • Less use of plastic waste, as applicable • In coordination with the Official Venue’s accredited caterer/ supplier/ concessionaire • Head caterer/ coordinator to be present during the event 	
7	<p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be Filipino-owned, operating and legally registered as an Events Management Company under Philippine laws; • Must have been in operation for at least three (3) years; • Submit List of at least three (3) organized and staged onsite events of the same nature; • Submit List of at least three (3) TPB projects previously handled; • Any changes in specifications and arrangements must be discussed with TPB and must not exceed the contracted amount; • Any other requirements that may be mutually agreed upon by the TPB and the service provider within the contracted amount. 	
8	<p>TERMS OF PAYMENT</p>	

	<ul style="list-style-type: none"> • Must be willing to accept send-bill arrangement • Billing must be based on the actual costs and addressed to: MILO S. OROPEZA Acting Head, Events Marketing and Services Division MICE Department • Payment is processed upon receipt of complete documents and remitted after an estimated 30 working days • TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charges to be borne by the Supplier; • The following documents should be submitted by the winning bidder for the processing of payment: O Statement of Accounting/ Billing with costs for all services rendered to include all taxes and fees O Photo documentation of the services 	
9	DELIVERY TERMS Services will commence upon the receipt of the Notice to Proceed	
10	OTHER TERMS AND CONDITIONS Neither party shall be held liable to the other for failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.	
11	Must submit the following Documents: <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 8. Submit List of at least three (3) organized and staged onsite events of the same nature; 9. Submit List of at least three (3) TPB projects previously handled; 	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date