

31 October 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-10-300
PR No. 10.036
Requirements: SERVICE PROVIDER FOR THE 3RD PADI DIVING FESTIVAL 2024 IN CEBU, PHILIPPINES

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>3rd PADI DIVING FESTIVAL 2024 Cebu, Philippines Date: 22-24 November 2024 Number of pax: 4</p> <p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <ul style="list-style-type: none"> The project requires a service provider who will help and assist in the implementation of the said event. Secured sponsorship or discounted rates should be deducted from the total expenses. <p>ACCOMMODATION:</p> <ul style="list-style-type: none"> Two (2) twin-sharing rooms with breakfast for two (2) pax for each room for two (2) nights (Check-in: 22 November 2024; Check-out 24 November 2024) Official venue – Fili Hotel Nustar, Cebu City <p>SHIPMENT (TWO-WAY):</p> <ul style="list-style-type: none"> Domestic shipment of giveaways and other supplies from TPB office to the official venue and back to Manila after the event Door to door air freight delivery service Duties/ taxes/ destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharges, and other applicable charges needed to be advanced by the shipment company and bill TPB on the actual cost Ensure that the goods will arrive to the shipping address in good condition. Should there be 	PhP327,600.00	PhP327,600.00

damaged items, supplier to replace them before the date of need.

MISCELLANEOUS EXPENSES:

- Coordination meeting, communication expenses, porter fees transportation expenses, and other on-site expenses

SERVICE FEE:

- Inclusive of taxes and all other applicable fees

ELIGIBILITY REQUIREMENTS:

1. The Service Provider must be a Filipino-owned, operated, and legally registered Events Management Company/ Project Management Company/ Production House or Tour Operator / Agency under Philippine laws and must have been in operation in the last three (3) years handling similar projects.
2. Must submit a list of international and/or local events handled in the past three (3) years.
3. Must have experience in organizing medium to large-scale events and at least three (3) similar events in the last three years.
4. The Service Provider's key personnel must have a minimum of three (3) years of relevant experience in handling such events of a similar nature.

ADDITIONAL TECHNICAL/ ELIGIBILITY REQUIREMENTS:

1. DTI Business Registration/SEC Certificate
2. Company Profile

LEGAL REQUIREMENTS:

1. Mayor's/ Business Permit
2. PhilGEPS Registration Number/ Certificate
3. BIR Certificate of Registration
4. Omnibus Sworn Statement

ATTACHMENTS:

1. Technical Specifications/ Terms of Reference
2. Statement of Compliance
3. Omnibus Sworn Statement

NOTE:

1. All entries must be typewritten in your company letterhead.

	2. Price validity shall be for a period of thirty (30) calendar days. 3. The cost of items in the bid should be broken down.		
Terms	Thirty (30) working days from the receipt of invoice/ billing.		
ABC	PhP327,600.00 inclusive of service charge and all applicable taxes.		PhP327,600.00

Please submit your **quotation, technical, and legal** documents duly signed by your authorized representative to email address ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than **07 November 2024, 05:00 PM**, subject to the Terms and Conditions stated herein.

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
 Procurement Management Division

Contact person: Ada Cruz