

October 9, 2024

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

Quotation No. TPB-PR. 2024.10.275

REQUIREMENTS: Service Provider for Japan Mega Familiarization Tour for Travel Agents

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>BUSINESS NETWORKING</p> <p>DATE : 24 October 2024 TIME : 08:00-15:00H VENUE : NU Star Ballroom, Fili Hotel – NUSTAR Cebu</p> <p>CONCEPT : Business SET-UP : Physical / On-site CONTENT : DOT/TPB tourism promotional videos, voice-over, speeches and messages, business networking</p> <p>TARGET AUDIENCE : maximum of 230 pax (including buyers, sellers, VIPs, guests, DOT ROs, DOT OOs and TPB staff)</p> <p>Proposed Program</p> <p>08:00 AM – 08:30 AM Registration of Philippine Sellers and Foreign Buyers 08:30 AM – 08:35 AM Philippine National Anthem Japanese National Anthem 08:35 AM – 08:40 AM Welcome Remarks by DOT VII Regional Director Judy Dela Cruz Gabato 08:40 AM – 08:45 AM Philippine Product Presentation by JATIC 08:45 AM – 08:50 AM Keynote Speech by The Aboitiz Group 08:50 AM – 08:55 AM Photo Ops with PDOT, TPB, DOT VII, JATIC, Aboitiz 08:55 AM – 09:00 AM Reminders/Announcements/Signal the start of B2B 09:00 AM – 12:00 NN B2B Networking</p>	PhP809,399.00	PhP809,399.00

	<p>12:00 NN – 01:00 PM Lunch Reception and Informal Networking</p> <p>01:00 PM – 03:00 PM Continuation of B2B Networking</p> <p>03:00 PM End of B2B Networking</p> <p>Scope of Services</p> <p>Accommodation</p> <p>Three (3) twin-sharing rooms with breakfast for two (2) pax for two (2) nights (22-24 October 2024) at Fili Hotel Nustar, Cebu City.</p> <p>Shipment</p> <p>1. Shipment of 250 pcs giveaways (Legaspi Towers 300 to Fili Hotel Nustar Cebu before 23 October 2024)</p> <p>2. 100 pcs Acrylic stands for the B2B meetings (Five E-com, Pasay City to Fili Hotel Nustar Cebu before 23 October 2024 and back to Legaspi Towers 300)</p> <p>Notes:</p> <ul style="list-style-type: none"> • 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 damaged items, supplier to replace them before the date of need. <p>Overall venue decor/execution</p> <p>(1) LED Screen/Wall (4 x 11 meters) (HxW) * actual size will be subject to confirmation with the hotel</p> <p>Stage construction</p> <p>Provision of (10) Directional signages</p>		
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	<p>Provision of basic sound system (microphones - wired and non-wired, speakers, mixers)</p> <p>Provision of a digital timer for the business meetings that will last seven (7) minutes per meeting with a cue to indicate the start and end of a B2B session (cue sound for approval of TPB)</p> <p>Provision of appropriate cables and video adapters (VGA, HDMI, etc) and a laptop dedicated at the technical booth</p> <p>100 pcs Printing of table-top signages (A3 size) for the company name of the Buyers (120g matte coated inkjet photo quality)</p> <p>Entrance banner/arch (subject to the hotel's dimension)</p> <p>Miscellaneous Expenses (Coordination meeting, communication expenses, porter fees transportation expenses, and other on-site expenses)</p> <p>Provision of ID/badge holders with lanyards (250 pcs)</p> <p>Printing of ID/badges (250 pcs)</p> <p>Printing of forms (Post-Event Evaluation Forms and Sales Leads Forms) for Buyers and Sellers</p> <p>Rental of one (1) multi-function printers including cartridges assigned to the Secretariat</p> <p>Preparation of program flow/scenario and script to include the spiel of the emcee/host/voice over based on the program of the B2B Networking</p> <p>Service Fee of Service Provider, taxes, and all other applicable fees</p> <p>Note: Submit together with the technical bid and Venue Styling concept. The service provider must show the breakdown of the cost per</p>		
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	<p>deliverables. Service provider must bill TPB on the actual cost.</p> <p>Provide the necessary equipment and technical team, requirements for the event, and coordinate with the technical team of Fili Hotel – NUSTAR Cebu for the setup and installation of all physical and technical requirements. The winning bidder will coordinate with TPB for the final program scenario and script. All records are regarded as confidential and therefore will not be divulged to any third party without prior written approval of TPB. The TPB has the right to request sight of, and copies of all records kept, on the provision that the company is given reasonable notice of such a request. Ensure the privacy and security of all confidential, privileged personal information, and/or sensitive information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations</p> <p>Eligibility Requirements</p> <ol style="list-style-type: none"> 1. The Service Provider must be a Filipino-owned, operated, and legally registered Events Management Company/ Project Management Company/ Production House under Philippine laws and must be in operation in the last three (3) years handling similar projects. Must submit a list of international or/and local events handled in the past three (3) years. 2. Must have experience in organizing large-scale events (minimum 100 international or/and local attendees) at least three (3) similar events in the last three years. 3. 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 <p>Contract Duration</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the fully satisfactory implementation of all deliverables.</p>		
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Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP809,399.00 inclusive of all applicable taxes		

Please submit your quotation in digital format **password-protected** price quotations in **compressed archive folders** with the duly accomplished Statement of Compliance and the relevant documents enumerated below to soc_torres@tpb.gov.ph not later than **14 October 2024 on or before 10:00 A.M.** The passwords for accessing your bid quotation will be disclosed on **14 October 2024 10:01 A.M.** which may be done in person or face-to-face through videoconferencing, webcasting or similar technology.

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

3	<p>Accommodation</p> <p>Three (3) twin-sharing rooms with breakfast for two (2) pax for two (2) nights (22-24 October 2024) at Fili Hotel Nustar, Cebu City.</p>	
4	<p>Shipment</p> <ol style="list-style-type: none"> 1. Shipment of 250 pcs giveaways (Legaspi Towers 300 to Fili Hotel Nustar Cebu before 23 October 2024) 2. 100 pcs Acrylic stands for the B2B meetings (Five E-com, Pasay City to Fili Hotel Nustar Cebu before 23 October 2024 and back to Legaspi Towers 300) <p>Notes:</p> <ul style="list-style-type: none"> • 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 damaged items, supplier to replace them before the date of need. 	
5	<p>Overall venue decor/execution</p> <p>(1) LED Screen/Wall (4 x 11 meters) (HxW) * actual size will be subject to confirmation with the hotel</p> <p>Stage construction</p> <p>Provision of (10) Directional signages</p> <p>Provision of basic sound system (microphones - wired and non-wired, speakers, mixers)</p> <p>Provision of a digital timer for the business meetings that will last seven (7) minutes per meeting with a cue to indicate the start and end of a B2B session (cue sound for approval of TPB)</p> <p>Provision of appropriate cables and video adapters (VGA, HDMI, etc) and a laptop dedicated at the technical booth</p> <p>100 pcs Printing of table-top signages (A3 size) for the company name of the Buyers (120g matte coated inkjet photo quality)</p> <p>Entrance banner/arch (subject to the hotel's dimension)</p>	

6	<p>Miscellaneous Expenses (Coordination meeting, communication expenses, porter fees transportation expenses, and other on-site expenses) Provision of ID/badge holders with lanyards (250 pcs) Printing of ID/badges (250 pcs) Printing of forms (Post-Event Evaluation Forms and Sales Leads Forms) for Buyers and Sellers Rental of one (1) multi-function printers including cartridges assigned to the Secretariat Preparation of program flow/scenario and script to include the spiel of the emcee/host/voice over based on the program of the B2B Networking</p>	
7	<p>Service Fee of Service Provider, taxes, and all other applicable fees</p>	
8	<p>Submit together with the technical bid and Venue Styling concept. The service provider must show the breakdown of the cost per deliverables. Service provider must bill TPB on the actual cost.</p>	
9	<p>Provide the necessary equipment and technical team, requirements for the event, and coordinate with the technical team of Fili Hotel – NUSTAR Cebu for the setup and installation of all physical and technical requirements. The winning bidder will coordinate with TPB for the final program scenario and script. All records are regarded as confidential and therefore will not be divulged to any third party without prior written approval of TPB. The TPB has the right to request sight of, and copies of all records kept, on the provision that the company is given reasonable notice of such a request Ensure the privacy and security of all confidential, privileged personal information, and/or sensitive information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations</p>	
10	<p>Eligibility Requirements</p> <ol style="list-style-type: none"> 1. The Service Provider must be a Filipino-owned, operated, and legally registered Events Management Company/ Project Management Company/ Production House under Philippine laws and must be in operation in the last three (3) years handling similar projects. Must submit a list of international or/and local events handled in the past three (3) years. 2. Must have experience in organizing large-scale events (minimum 100 international or/and local attendees) at least three (3) similar events in the last three years. 	

	3. 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.	
11	Approved Budget for the Contract The approved Budget for the Contract (ABC) is EIGHT HUNDRED NINE THOUSAND THREE HUNDRED NINETY-NINE PESOS (₱ 809,399.00) inclusive of all applicable fees and taxes.	
12	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	
13	Contract Duration The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the fully satisfactory implementation of all deliverables.	
14	Submit your quotation in digital format password-protected price quotations in compressed archive folders with the duly accomplished Statement of Compliance and the relevant documents enumerated below to soc_torres@tpb.gov.ph not later than 14 October 2024 on or before 10:00 A.M. The passwords for accessing your bid quotation will be disclosed on 14 October 2024 10:01 A.M. which may be done in person or face-to-face through videoconferencing, webcasting or similar technology.	
15	Must submit the following Documents: 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. list of international or/and local events handled in the past three (3) years.	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date