

16 December 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2024-12-361  
**PR No.** 12.001  
**Requirements:** Services of an Events Management Company for the MICE Stakeholders Networking Cocktail Reception

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>Food and Beverage/Catering Services</b></p> <ol style="list-style-type: none"> <li>Heavy cocktails from 4:00 pm to 7:00 pm (indicative) with free-flowing beverages;</li> <li>Selection of menus;</li> <li>Dietary requirements of guests (gluten-free, halal, vegetarian, diabetic, people with allergies, etc. with 15% provision for every meal or based on the list to be provided by TPB;</li> <li>Food sampling prior to the event, as may be required;</li> <li>Appropriate number of dressed tables, table centerpieces, and ambient décor;</li> <li>Sufficient number of uniformed and well-trained banquet service personnel as well as standby waiters and a dedicated Event Sales Leader to attend to all arrangements;</li> <li>With packaged complimentary use of venue within five (5) kilometers from the Tourism Promotions Board for 150 pax;</li> <li>To include corkage fees, as may be needed;</li> <li>Any other requirements that may be mutually agreed upon by the TPB and the supplier.</li> </ol> <p><b>Physical and Technical Requirements</b></p> <ol style="list-style-type: none"> <li>A dedicated team to execute, oversee and manage the required onsite physical and technical requirements of the networking event</li> <li>Exclusive SSID for the event, as needed  <i>*Internet requirement for the venue is a minimum of 500 mbps</i></li> <li>Overall stage setup, venue and stage décor, execution, and construction including, but not limited to the following: <ul style="list-style-type: none"> <li>Stage and venue setup/design/decoration</li> <li>Venue enhancement</li> <li>Themed event and title cards to be displayed on screen</li> </ul> </li> </ol>		PhP1,000,000.00

	<ul style="list-style-type: none"> <li>• Backdrop and title card layout/design that carries colors of the PCAAE and TPB logos/overall theme on sustainability</li> </ul> <p>4. Audio visual equipment and sound equipment:</p> <ul style="list-style-type: none"> <li>• LED screen following the appropriate size of stage/area of the venue</li> <li>• Lighting equipment and special effects, as needed</li> <li>• Sound system (speakers, microphones, adapters, etc.), as needed</li> </ul> <p>5. Entertainment/music for a total of 3 hours (including intervals) to include all expenses of performers and technical equipment needed  <i>*Performers, subject to the approval of TPB</i></p> <p><b>Other Terms and Conditions</b></p> <ol style="list-style-type: none"> <li>1. Any necessary changes to be made or implemented in the deliverables listed in the scope of services will be subject to the arrangements and the approval of TPB and must be within the contracted amount.</li> <li>2. 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.</li> </ol> <p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (for new bidder)</li> <li>2. SEC/DTI/CDA Certificate of Registration</li> <li>3. Accomplished Statement of Compliance to the Technical Specification Annex "A"</li> <li>4. List of at least three (3) organized and staged onsite events of the same nature</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's Permit</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>ATTCHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specification Annex "A"</li> <li>2. Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes.		<b>PhP1,000,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph) / [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) or to the office address **6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City**, not later than **20 December 2024 at 12:00 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.



**JANET G. VILLA FRANCA**  
Officer-in-Charge  
Procurement Management Division

Contact person:           Soleil Moon A. Fajardo

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
SERVICES OF AN EVENTS MANAGEMENT COMPANY  
FOR THE MICE STAKEHOLDERS NETWORKING COCKTAIL RECEPTION  
TPB-RFQ 2024-12-361**

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)										
<b>SCOPE OF WORKS AND DELIVERABLES</b>												
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Event</td> <td>MICE Stakeholders Cocktail Reception</td> </tr> <tr> <td>Date and Time</td> <td>30 January 2025, 4:00 pm – 7:00 pm (indicative)</td> </tr> <tr> <td>Venue</td> <td>Metro Manila</td> </tr> <tr> <td>Number of Pax</td> <td>150 pax</td> </tr> <tr> <td>Participant Profile</td> <td>           Buyer Side           <ul style="list-style-type: none"> <li>• Medical associations</li> <li>• Trade organizations</li> <li>• Professional societies</li> <li>• Non-profit organizations</li> <li>• Other national/international associations</li> </ul>             Supplier Side           <ul style="list-style-type: none"> <li>• Professional Congress/Exhibition/Event Organizers</li> <li>• Destination Management Companies/Travel/Tour Operators</li> <li>• Event Management Companies</li> <li>• Production house</li> <li>• Hotels/resorts/MICE venues/facilities</li> <li>• Other MICE suppliers</li> </ul> </td> </tr> </table>	Event	MICE Stakeholders Cocktail Reception	Date and Time	30 January 2025, 4:00 pm – 7:00 pm (indicative)	Venue	Metro Manila	Number of Pax	150 pax	Participant Profile	Buyer Side <ul style="list-style-type: none"> <li>• Medical associations</li> <li>• Trade organizations</li> <li>• Professional societies</li> <li>• Non-profit organizations</li> <li>• Other national/international associations</li> </ul> Supplier Side <ul style="list-style-type: none"> <li>• Professional Congress/Exhibition/Event Organizers</li> <li>• Destination Management Companies/Travel/Tour Operators</li> <li>• Event Management Companies</li> <li>• Production house</li> <li>• Hotels/resorts/MICE venues/facilities</li> <li>• Other MICE suppliers</li> </ul>	
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<b>Indicative Project Implementation Schedule</b>		
1.	<p><b>Date and Time:</b> 30 January 2025, 4:00 pm – 7:00 pm (indicative)  <b>Venue:</b> Metro Manila</p>	
<b>Additional Technical Requirements</b>		
1.	Must be Filipino-owned, operating and legally registered as an Events Management Company/Conference Integrator under Philippine laws	
2.	Must have been in operation for at least three (3) years	
3.	List of at least three (3) organized and staged onsite events of the same nature	
<b>Terms of Payment</b>		
1.	Must be willing to provide services on a “send bill arrangement” to TPB.	
2.	One-time payment upon completion of all project requirements.	
3.	<p>The Statement of Account/Billing Statement should be submitted for the processing of payment to include costs for all services, taxes and fees addressed to:</p> <p>ARNOLD T. GONZALES  Acting Head, MICE Department  Tourism Promotions Board Philippines  6/F, Five E-Com Center, Harbor Drive  Mall of Asia Complex, Pasay City</p>	
4.	Once all deliverables are rendered full/complete, processing of payment shall commence and estimated to be completed within 30 working days.	
5.	Payment will be made through the Land Bank of the Philippines (LBP) account. If the winning bidder does not have an account at the LBP, bank charges of the preferred alternate bank will be shouldered by the bidder.	
6.	The financial proposal should cover all expenditures enlisted in the deliverables above to include applicable taxes and fees and all other necessary expenses in connection to the staging/conduct of the event as may be agreed upon by both parties.	
7.	Final amount must be based on actual billing.	

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]*

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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]*