

REQUEST FOR QUOTATION

January 10, 2025

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

Request for Quotation No. 2025-01-008

REQUIREMENTS: Services of a Production House / Event Management Company

PROJECT NAME: Winter Escapade Tour 2025

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE OF WORK/DELIVERABLES</p> <p>A. Provide technical requirements including but not limited to LED Screen (Length: 18ft x Height: 9ft) (indicative) size of screen should complement the size of room venue and stage), Lights and Sounds during the entire duration of the program.</p> <p>B. One (1) group of performers, preferably a band for the whole duration of the event</p> <ul style="list-style-type: none"> - Minimum of one (1) hour to maximum of two (2) hours performance - Proposed entertainment should be fit for an international audience and must include Filipino culture and tradition - Performers must have experience with performing for an international audience, subject to TPB's approval - Tech run should be done at least one (1) hour before the start of the event <p>C. One (1) voice over talent who will facilitate and serve as the host of the program for the whole duration of the event.</p> <p>D. The production company should provide</p>	PhP350,000.00	PhP350,000.00

full production services that must include a full-production concept and the execution of an entertainment package which will be flexible enough based on the audience of the event and possible on-site adjustments as required by client.

E. Repertoire of band to be submitted upon receipt of NTP to TPB for approval, preferably 70's, 80's or 90's genre of mixed international and Filipino songs.

F. Prepare a program scenario and script to include the following: spiels of Voice Over talent to be submitted upon receipt of NTP.

Please see below for the proposed program flow:

07:00 PM to 10:00 PM

- Invocation
- Philippine National Anthem
- Welcome Remarks (TPB)
- Dinner Reception (Ambient Music, Showing of Tourism Videos on Screen)
- Entertainment by a band
- Closing Remarks (TPB or PDOT San Francisco)
- Photo Opportunity
- Announcements/Reminders from Rajah Tours (if any)

G. One (1) Project Manager or Coordinator to serve as TPB's point-of-contact to oversee, coordinate, and execute tech run/rehearsals of performers.

H. Assistance in other related matters pertaining to the implementation of the program that may not have been included in this document but deemed necessary by either party.

PROJECT IMPLEMENTATION SCHEDULE

The services of production house/event management company will be on 10 February 2025 (Indicative Date) within Metro Manila.

ADDITIONAL TECHNICAL REQUIREMENTS

- Must be Filipino owned, operated and legally registered event management under Philippine laws.
- Must have at least three (3) years of experience in staging entertainment programs in international and/or domestic events.
- Must have rendered satisfactorily delivery of services and must not have performance evaluation rate of lower than 3.5 total average for two (2) consecutive TPB handled events. (*not applicable to new bidders*)
- Requirements and arrangements may be changed subject to schedule changes during the implementation proper. Any changes applied must not exceed the Approved Bid Price.

APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for Contract (ABC) is THREE HUNDRED FIFTY THOUSAND PESOS ONLY (PhP350,000.00) inclusive of all applicable fees and taxes.

TERMS OF PAYMENT

Payment shall be made within 30 working days and 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 the prevailing accounting and auditing rules and regulations.

Send the bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements.

CARMELA JOY A. FEBRIO

Acting Head, The Americas Division
International Promotions Department
6/F, Five E-Com Center, Harbor Drive
Mall of Asia Complex, Pasay City, 1300

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.

CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

TECHNICAL REQUIREMENTS

1. Company Profile
2. Accomplished Statement of Compliance to the Technical Specifications

LEGAL REQUIREMENTS

1. PhilGEPS Registration Certificate
2. Business/Mayor's permit
3. Income/Business Tax Return/Tax Clearance
4. Notarized Omnibus Sworn Statement
5. SEC/DTI Certificate of Registration

Attachments:

1. Statement of Compliance to the Technical Specifications
2. Revised Omnibus Sworn Statement

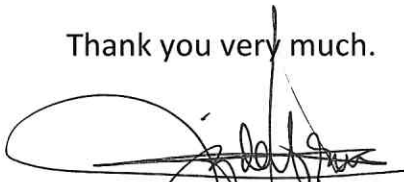
Note:

	<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. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP350,000.00 inclusive of all applicable taxes		

Please submit your quotation (financial and legal documents) thru email at soc_torres@tpb.gov.ph / bac_sec@tpb.gov.ph not later than **16 January 2025 5:00 P.M.** subject to the Terms and Conditions attached herewith, duly signed by your representative.

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
Acting Head, Procurement Management Division
Finance Department *SOV*

Contact Person
Contact No.

MR. SOCRATES G. TORRES
(8) 525-9318 local 266