

18 September 2015

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR.2015.09.531

Requirements : Cultural Entertainment
Project Title : Asia Confederation of Institutes of Internal Auditors
04 – 06 November 2015 * Makati Shangri-la Hotel

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p>Cultural Entertainment LENGTH OF PERFORMANCE > Main show : 30-45 minutes of lively cultural entertainment > Rondalla : One (1) hour with 10 minutes intermission</p> <p>THEME Festive – the show should depict lively musical and colorful performances in a fresh, dynamic and unique approach fit for international audience.</p> <p>SPECIFICATIONS</p> <ul style="list-style-type: none"> • Date / Time : 06 November 2015, Thursday, 06:30 p.m. onwards • Venue : Rizal Ballroom, Makati Shangri-la Hotel • Audience : Members of ACIIA (150 Foreign and 400 Local Delegates) <p>PROPOSED PROGRAM SEQUENCE</p> <p>6:30PM Guests to be welcomed at the foyer/ entrance by performers in festive costumes (Welcome drinks may be served at this time)</p> <p>6:45PM Start of Program (Welcome Remarks etc.)</p> <p>7:00PM Heavy Cocktails (Dinner) Start of the 40-45 min. music and dance presentation</p> <p>GUIDELINES</p> <p>1.The presentation should depict the best of the Philippine music and dances and fit for international audience</p> <p>2. The presentation should promote Filipino culture through music and dance</p>		Php 100,000.00

	<p>3. The presentation should be appropriate to the venue</p> <p>4. The entertainment company shall provide the costumes and props necessary for the performances</p> <p>CONTRACT OF SERVICE</p> <p>The financial proposal should cover the following expenditures:</p> <p>1. Professional fees of performers and production assistants</p> <p>2. Costumes and props of the performances</p> <p>3. Dry run and technical rehearsals of its talents/performers</p> <p>4. Transportation expenses and meals</p>		
Terms	30 days upon receipt of invoice		
Delivery	November 06, 2015		
ABC	Php 100,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents in a sealed envelope not later than 02 October 2015, 10:00 a.m. personally or thru mail, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division

Contact Person ROSELLE D. ROMERO

Contact No 525-93-18 loc 214 / 246

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate

