

Reference No. TPB/RFQ-2016-03-135

REQUEST FOR PROPOSAL

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit proposals for the hereunder project:

Project: ASEAN TOURISM FORUM (ATF) 2016 THANKSGIVING EVENT

TERMS OF REFERENCE

Venue Rental, F&B for the ATF 2016 Thanksgiving Event

Background:

After the successful conduct and organization of the recently concluded ASEAN Tourism Forum (ATF) 2016 held in Manila, the TPB will host a Thanksgiving Event on 18 March 2016, Friday, to show appreciation to the committees who worked hard for the event to be successful. This event will be away to say “thank you” to all who helped by inviting them to Event and have fun. It is also a way for the TPB to build tighter bonds to their staff and also to other agencies who helped.

In view of the above, the TPB is in need of an event venue for the Thanksgiving Event of ATF 2016. The venue must be able to provide not only the venue facility, but must cater as well the food and beverage (F&B) requirements of the event.

II. Specifications (Thanksgiving Event Entertainment)

1. Audience : 200 pax (ATF 2016 Philippine Host Committee)
2. Date : 18 March 2016, Friday
3. Length of Show : 4 – 5 hours (7:00 PM – 11:00 PM)
4. Programme Sequence:
 - Cocktail Dinner
 - Official Opening (Welcome Remarks etc)
 - Audio-visual presentation
 - 45 minutes – 1 hour music and dance presentation
5. Venue set-up : with stage, basic sound system, lighting effects, projectors, table/s setup for 200 pax with an appropriate theme

III. Eligibility Requirements:

1. Must be Filipino owned, operated and legally registered events venue/hotel under Philippine laws;
2. Must have at least three years' experience in holding/staging social events and functions for international conferences, meetings, congresses, parties et al.;
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

IV. Technical Eligibility Documents:

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or Permit / License to Operate
3. BIR Registration with TIN
4. PhilGEPS Certificate
5. Company Profile

V. Guidelines:

1. The venue must accommodate at least 200 pax with areas for VIPs, a bar and small buffet area for the food.
2. Use of the venue for at least six (6) hours
3. Must include an audio – visual equipment and basic sound system
4. With appropriate stage for performers/DJs
5. Must provide technical, security and other staffing requirements
6. Must also cater for food & beverage requirements.

VI. Scope of Services:

1. Provide a venue for the Thanksgiving Event which can accommodate 200 pax, and food and beverage requirements of the event;

VII. Contract of Service/Financial Proposal

The financial proposal for the Thanksgiving Event should cover the following expenditures:

1. Professional fees of staff and crew
2. Expenses for the production of the audi-visual, sound and use of technical instruments and other show requirements
3. Food and beverage requirements

Bid Price Ceiling is **Php 450,000.00** inclusive of taxes. For particulars, please contact Mr Mark Nicole M. Evangelista at telephone numbers 525-9318 local 271.

Please submit your quotation and legal documents not later than **21 March 2016, 10:00 a.m.** in a **SEALED ENVELOPE** 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

11 March 2016