

**TPB/RFQ-2017-12-751**

**REQUEST FOR QUOTATION**

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

**TERMS OF REFERENCE**

**TOURISM PROMOTIONS BOARD  
ANNUAL CHRISTMAS ENGAGEMENT ACTIVITY  
19 December 2017**

**Services of an Event Organizer**

**I. BACKGROUND**

The Tourism Promotions Board is organizing its annual Christmas engagement activity scheduled on 19 December 2017. This event is an annual gathering the TPB employees to celebrate the Christmas Season. As such, it will be in need of an event organizer to assist in the effective management of the proceedings of the program by delivering the necessary physical and technical requirements, entertainment talents / manpower and all other provisions for the success of the event.

**II. SCOPE OF SERVICES**

The Event Organizer shall:

1. Conceptualize the event plan/program for the TPB's annual Christmas engagement activity on 19 December 2017 in Manila or Pasay or Paranaque City;
2. Manage and implement the event plan/program for the TPB's annual Christmas engagement activity on 19 December 2017, to include:
  - a. Program flow/detailed scenario/script based on the approved program;
  - b. Professionals/talents for the event proper, to include the Voice-Over; and
  - c. Entertainment during the event specifically a musical band.

### **III. ELIGIBILITY REQUIREMENTS**

1. Must be Filipino-owned, operated and legally registered Events Management Company / Production House / Conference Integrator under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
3. Must have team members who all have minimum of two (2) years of experience in organizing similar events; must be able to submit list of similar local events handled in the past and list of current on-going/forthcoming projects;
4. Must have expertise and good reputation in managing events;
5. Must have the necessary skills and manpower support to implement the project; and
6. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms.

### **IV. TECHNICAL / LEGAL ELIGIBILITY DOCUMENTS**

1. Company Profile
2. List of events organized in the past
3. PhilGEPS Registration Certificate/Number
4. Mayor's permit
5. Business Tax Return
6. Omnibus Sworn Statement

### **V. CONTRACT OF SERVICE**

The financial proposal of the Event Organizer should cover all expenditures of its team to include:

1. Professional fees of host/voice over talent, artists and event organizing team
2. Site inspection visit and rehearsals, including transport, accommodations and F&B costs of the event organizing team
3. Transport and hotel accommodations (if necessary) during event proper
4. Daily subsistence allowance and transfers of the event organizing team members

**VI. TERMS OF PAYMENT:**

The payment for the services shall be based on a send-bill arrangement and will proceed upon receipt of the invoice.

Bid Price Ceiling is **PHP 180,000.00** inclusive of all applicable taxes.

Please submit your quotation and legal documents in a sealed envelope not later than **11 December 2017** ,10:00 a.m. , 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

JOSE T. DUCUSIN, JR.

Contact No

525-93-18 loc 208

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

06 December 2017

Bid Price Ceiling is **PHP 180,000.00** inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the abovementioned approved budget.