

25 April 2018

REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2018-04-237**

Requirements: EVENT INTEGRATOR FOR THE CONDUCT OF TPB - INITIATED POCKET REGIONAL TRAVEL EXCHANGE

| Qty | Particulars | Estimated Unit Price | Estimated Total Amount |
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| 1 lot | <p>PROJECT:</p> <p>The Tourism Promotions Board (TPB), thru its Domestic Promotions Department in partnership with the DOT Regional Office V, will conduct Pocket Regional Travel Exchange – “Tara na! Pasyal Bayan” Fiesta Fair in Legaspi, Albay on 17-20 May 2018.</p> <p>NO. OF DAY/S: Four (4)</p> <p>NO. OF EXPECTED PARTICIPANTS AND VISITORS: 5,000 per day</p> <p>OBJECTIVES:</p> <p>This project requires the engagement of an Event Integrator that is based in the Province of Albay to provide services on and to ensure the smooth flow of the conduct of the Regional Travel Exchange.</p> <p>REQUIREMENTS AND CONDITIONS:</p> <p>PRODUCTS AND SERVICES TARA NA, PASYAL BAYAN and THREE-DAY TRAVEL FAIR PROMOTIONAL COLLATERAL PRODUCTION</p> <ul style="list-style-type: none"> • Printing of: Drop down Banners Fifty (50) Pieces Size: 2 ft. x 4 ft. • Note: Inclusive of Installation Flyers Five thousand | Php 500,000.000 | Php 500,000.00 |

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| | <p>(5,000) copies Full-colored Size: 4 in. x 9 in.</p> <ul style="list-style-type: none"> • 8 PCS 3 meters x 1.2 meter tarp • Flying inside the mall and around the event area <p>PRODUCTION TEAM</p> <ul style="list-style-type: none"> • Will be in charge of plan execution during the Opening and Closing Programs • Over-all Director Technical Directors (Audio Visual, Music, Lights) • Stage Manager Production Staff Assistant Stage Managers • Four (4) pairs of Ushers & Usherettes Other Inclusions: Music and Visuals during the event Technical Script Sequence Guide <p>INVITATION OF GUESTS</p> <ul style="list-style-type: none"> • Affiliated Government Offices • Members of the Local Government Units • Other local VIPs and Guests • Local Industry Private Partners <p>DOCUMENTATION</p> <p>Photography</p> <ul style="list-style-type: none"> • Full Documentation for the three (3)-day event • Photographs are in a high-resolution format • Photographers using DSLR Cameras • All raw photograph files stored in a flash drive are to be given to the client <p>Videography</p> <ul style="list-style-type: none"> • Full Documentation for the three (3)-day event • Videos are in a high-definition (HD) format • Audios are in a high-resolution format • Professional Cameramen using DSLR Cameras • With Music Scoring • Final Output: Three (3) to five (5)-minute Final Edited Video Production <p>Live Feed (real-time videos are fed on the LED WALL)</p> <ul style="list-style-type: none"> • Live feed for the three-day event • Professional Cameramen • Three (3) Professional Camera Set-up • Two (2) Monitor Set-up-with Video Switcher • One (1) Technical Director • Communication System (Cameramen to Technical | | |
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| | <p>Director)</p> <p>PERFORMERS (during the Opening and Closing Program)</p> <ul style="list-style-type: none"> • Opening Salvo/Production Number • Intermission Number • Contemporary Dancers • Professional Singers • Choir <p>HOSTS/EMCEEs</p> <ul style="list-style-type: none"> • One (1) male and one (1) female • Must be Professional Event Hosts • Must attend rehearsal meetings • Attire during the event is based on the concept/theme <p>SHUTTLES</p> <ul style="list-style-type: none"> • Two (2) Jeepneys • Free ride to and fro Gaisano and Daraga • Three (3)-day Service • With Buntings to show fiesta-mood • With Tarpaulin on both sides showing the event logo <p>ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations <p>SPECIAL/ADDITIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Willing to provide services on “send-bill” arrangement. • The supplier MUST be based in Province of Albay • Other arrangements that may be mutually agreed upon by the TPB and the service provider | | |
| Terms | 30 days upon receipt of invoice | | |
| ABC | Php 500,000.00 inclusive of all applicable taxes | | |

Please submit your quotation and legal documents not later than **02 May 2018**, 01:00 p.m. thru email address pgsd@tpb.gov.ph cc: joker_villar@tpb.gov.ph, 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.

(Original Signed)

EMMANUEL ZARATE

Officer-in-Charge

Procurement and General Services Division

Contact Person JOSEPH T. VILLAR
Contact No 525-93-18 loc 246

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

Kindly submit the following documents for eligibility:

- a. PhilGEPS Membership/Certificate
- b. Mayor's Permit /Business Permit (valid)
- c. Business/Income Tax Return
- d. Notarized Omnibus Sworn Statement (Annex A)