

20 July 2018

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2018.07.392

Requirements : **Services of an Event Integrator for Educational Seminar and the Travel Exchange (TRAVEX)**

Project : **Philippine Travel Exchange (PHITEX) 2018**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
1 lot	<p>Services of an Event Integrator</p> <p>Scope of Deliverables:</p> <ol style="list-style-type: none"> 1. To conceptualize the event plan/program for the TRAVEX and Educational Seminar, 28 - 30 August 2018. 2. To manage and implement the event plan/programme for the PHITEX/TRAVEX (29 - 30 August 2018)/ 3. To provide the physical and technical requirements for the PHITEX-TRAVEL EXCHANGE (TRAVEX) AREA (Venue to be advised), and Training/Educational Seminar Area (Venue to be advised) and oversee their set-up and operation in coordination with the technical provider (supplier) in the event venues. 4. To oversee the light, sound, special effects, audio-visual and other physical and technical requirements, stage design, blocking, etc. for PHITEX-TRAVEL EXCHANGE AREA and Training/Educational Seminar Area. 5. Shoulder professional fees of host/voice 	950,000.00	950,000.00

	<p>over talent, artists, event integrator team and production crew including transportation & accommodation (if needed)</p> <ol style="list-style-type: none"> 6. To perform venue styling and enhancement. 7. To conduct Installation, enhancement and styling of <u>Entrance LED Arch</u> in the Travel Exchange Area; 8. Provision of trusses support for the installation of two (2) Drop-Down Banners, measured at (2.65(H) x 4(W)) meters on the side of stage. 9. Construction/provision of one (1) piece 3D Cut-out letter (#8) only, measured at (122cm (Height) x 68cm(Width) and 15.5cm(Depth), repainting/refurbishing of the rest of the 3D letters and installation with lighting system in the venue to be advised (<u>#PHITEX201</u> 3D letters); 10. Creatives for artworks and design; 11. Speaker’s rehearsal 12. Document in video all presentations/proceedings in the event venue during PHITEX-TRAVEX and Educational Seminar. <p>Technical Documents to be submitted together with the proposal:</p> <ol style="list-style-type: none"> 1. DTI/SEC Registration Certificate 2. Curriculum Vitae of Team members 3. List of completed similar projects (large scale local and international events) handled for the past 3-years and on-going projects. <p>Please see attached Terms of Reference for the complete details of the deliverables and schedule of movement (ingress/egress and program schedule)</p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP950,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal and technical documents in a sealed envelope** not later than **30 July 2018, 12:00PM**, subject to the Terms and Conditions stated herewith and 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, addressed to the undersigned.

Thank you very much.

(Sgd.)

NILO C. ABON

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILAFRANCA

Contact No

5259318 loc. 246 / 5257312

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. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile