

16 October 2018

REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2018.10.677**

Requirements : Event Staging and Production Services

Project Title : 10th Asia Pacific Regional Conference of the IFRC - RCS

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
1 lot	<p>Event Staging and Production Services</p> <p>Event: Gala Opening Dinner Date: 11 November 2018 Venue: Makati Shangri-La Hotel Guests: 600 local and foreign delegates Show: 45-minute music and dance presentation</p> <p>Theme: Festive Philippines Venue Set-up: Stage with Backdrop and Full Venue Decor</p> <p><u>Deliverables</u></p> <ol style="list-style-type: none"> 1. Create an Event Staging and Production Services Team to coordinate and oversee the lights, sounds, audio-visual, ambiance, venue styling, scenic design, and other technical elements and requirements of the production show, rehearsals and performances 2. The Event Staging and Production Services Team shall put together the necessary technical staff, designers, etc. to support the production show 3. Provide technical requirements per Terms of Reference 4. Submit a highly creative Stage/Set Design and Venue Styling/Décor proposal and pegs 	500,000.00	500,000.00

	<p>that are extremely complementary and harmonious with the theme</p> <ol style="list-style-type: none"> 5. Oversee and ensure that stage execution and set-up of lights and sounds are properly done, and on time, as scheduled by the production team, and in line with the booked rehearsals. 6. Produce and execute, whenever necessary, appropriate video presentations, scene designs, set design, lighting design, sound design, installation art, costumes, accessories and props, and other such creatives for the shows, in keeping with the over-all conceptual approach, and as approved by the TPB. 7. Present, in coordination with the Entertainment Package Services Provider, a final dry run/technical dress rehearsal of the performances, at least one (1) week before the show, for final approval of TPB, at a venue and time to be determined and provided by Entertainment Package Services Provider. 8. Document in video all event/show presentations, in MPEG format, saved in an external hard drive, for submission to TPB one (1) week after the event. <p><u>Other Requirements</u></p> <ol style="list-style-type: none"> <u>1.</u> Must have a minimum of 3 years' experience in organizing events and entertainment productions; <u>2.</u> Must submit photos, samples or any proof of the technical set-up, stage/set design, and overall venue décor of previous projects handled; <p>The financial proposal of the Event Staging and Production Services Provider should cover all expenditures of the Event Staging and Production Services Team, to include:</p> <ol style="list-style-type: none"> 1. Professional fees of Event Staging and 		
--	---	--	--

	Production Services crew 2. Rental of all AV/video and lights and sounds equipment, which include special effects, LED wall, projector screens, generator set, haze or smoke machines, etc. 3. Venue décor/styling 4. Stage/set design 5. Creatives/designs, program, and other administrative expenses 6. Dry run and technical rehearsals (including rentals of equipment) 7. Management/handling of AV presentations (if applicable) 8. Transportation and accommodation during the rehearsal, set up and event proper 9. Meals of the entire Event Staging and Production Services crew Please see attached Terms of Reference for complete details		
Terms	30 days upon receipt of invoice		
Delivery	11 November 2018		
ABC	PhP500,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **22 October 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. VILLAFRANCA

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