

8 February 2019

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2019.02.097

Requirements : Services of an Event Integrator
Project : 4th Regional Travel Fair – Clark, Pampanga

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>A. Promotional Materials</p> <ul style="list-style-type: none"> • Printing of boarding passes/raffle tickets (design c/o TPB) • Distribution of flyers • 20 pcs leis • 2 pcs flower standee for the opening ceremony • Ceremonial key (design c/o TPB) <p>B. Production Team (Program Execution)</p> <ul style="list-style-type: none"> • Over-all Director • Technical Director • Stage Manager • Assistant Stage Manager • Production Staff • 10 ushers and usherettes • Music and visuals • Technical Script Sequence Guide <p>C. Documentation</p> <ul style="list-style-type: none"> • 1:30 sec video teaser (videos c/o TPB) • Photo and video documentation of the 4-day event • 5-minute video edit of the 4-day events • Live Feed (to be shown LED wall) <p>D. Technical Requirements</p> <ul style="list-style-type: none"> • LED wall and accessories (9x12) • Lighting equipment • Sound system <p>E. PR and Publicity</p> <ul style="list-style-type: none"> • Social media advertisement 	1,000,000.00	1,000,000.00

	<p>F. Entertainment Team Local musicians, performers, dancers, artists and master of ceremony during the event. – 2 Mascots (Hero and Hera) dance prod on 6 and 7 April /3performances per day</p> <p>5 April – 30 min song and dance prod (subject for TPB approval) 1 Pop Singer and Nayong Pilipino Dancers</p> <p>6 April Percussions and Singers or Cultural dancers for intermissions</p> <p>7 April - Percussions and Singers for the intermissions</p> <p>G. Provision for meals for production staff and entertainers</p> <p>H. Social media advertisement</p> <p><i>Bidders shall include the following in their bid:</i></p> <ol style="list-style-type: none"> <i>1. List of entertainers</i> <i>2. Programme flow/scenario</i> <i>3. 1-minute teaser</i> <i>4. Proof that the businesses is in operation in field of events and production for the past 3 years</i> <p><i>Please see attached Terms of Reference for details</i></p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP1,000,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents** duly signed by your representative to email address *janet_villafranca@tpb.gov.ph* not later than **21 February 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. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile