

20 March 2019

REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2019.03.211**

Requirements : Services of a Production House
Project : Taiwan Travel Agents Mega Fam Tour and Travel Exchange

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 lot	<p>Services of a Production House</p> <p>11 June 2019 / 6:00PM – 10:00PM/Venue TBA 120 guest composed of Taiwanese Agents, Philippines private sector, and VIPs</p> <p>30-45mins main production (classical and contemporary music); upbeat dance music/entertainment until the end of the event</p> <p><u>Requirements</u> Provision of live musical performances by a maximum of ten (10) performers excluding the director, emcee, or technician. Performers must include:</p> <ol style="list-style-type: none"> 1) Talents featuring an array of classical and contemporary musical and dance entertainment (can also play/perform Mandarin songs); 2) A live band featuring upbeat dance and disco music/entertainment (can also play/perform Mandarin songs) until the end of the event 3) Create a Production Management Team to manage, coordinate, oversee the pre-, during and post-production operations, audiovisual requirements, stage set up, physical and technical requirements, program flow, artistic content and other elements and requirements of the show for pre-production activities, rehearsals and performances; 4) Provide a photo wall and photo booth (size and lay-out design will be requested to Marketing 	900,000.00	900,000.00

	<p>Communications of the TPB)</p> <p><u>Entertainment Package</u></p> <ol style="list-style-type: none"> 1. Professional fees of the production team 2. Pre-production preparation 3. Overall musical direction 4. Production management and on-site supervision and technical support 5. Continuity script and intro spiels 6. Rehearsals, studio rental costs, production meeting costs 7. Costumes and musical instruments 8. Allowance/per diem of all the production team, band, and performers on the event proper 9. Piped in music material 10. Administrative costs 11. Miscellaneous expenses 12. Recommend the best artists and performers preferably Taiwanese acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB <p>Submit an initial/complete manpower list that would include the names of ALL members of the production management team, artists and performers, and other suppliers/providers that will be assigned onsite during the reception.</p> <p>Repertoire shall be submitted together with the proposal, which will be finalized within two weeks before the event</p> <p><i>Please see attached Terms of Reference for details</i></p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP900,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **1 April 2019, 5:00PM**, 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