

Request for Quotation

20 March 2019

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

Quotation No. TPB-PR.2019.03.251

PR No. 3.116 / Mar. 04, 2019

Requirements : EVENT ORGANIZING SERVICES

Project Title : ASIA DIVE EXPO 2019

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>EVENT ORGANIZING SERVICES for the preparation, coordination, and conduct of the Asia Dive Expo (ADEX) 2019</p> <p>TPB is in need of an event management company that could provide services based on the following specifications.</p> <p>Scope of Services:</p> <ol style="list-style-type: none"> 1. Sourcing of booth contractor 2. Sourcing of producers of giveaways 3. Sourcing of brochure printers 4. Provide support and coordination assistance in the arrangements and requirement of the TPB for the successful implementation of the project. 5. Other necessary assistance that may arise. <p>SPECIFICATIONS:</p> <p>(1) Facilitation of activities in the Philippine Booth during the event for 4 days</p> <p>(2) Provision of support and coordination assistance in the arrangements and requirements of the TPB for its successful participation in this event</p> <p>(3) Provision of professional services prior and</p>	Php264,000.00	Php264,000.00

	<p>during the event proper</p> <p>(4) Sourcing of suppliers for the following services, once appointed as winning bidder:</p> <ul style="list-style-type: none"> Booth contractor Production of giveaways In-booth activities, as necessary Printing of flyers/brochures <p>(5) Facilitation of ad placements for the event with the official media partner of ADEX, as necessary</p> <p>(6) Coordination with the booth contractor for all the requirements of the Philippine pavilion and to ensure all necessary forms are completed with the organizer (Event Management Company should supervise the start of the booth set-up in the event hall) (7) Photo documentation of the whole event, including actual booth design, participants, and all activities in the event.</p> <p>Date: 11-14 April 2019 Venue: Suntec Singapore Convention & Exhibition Centre Time: 17:00H- 20:00H; 11 April 2019 10:00H-19:00H(opening hours); 12-14 April 2019</p> <p>* NOTE: Manpower should be at the venue 1 hour before the opening hour on 12-14 April 2019; and should attend to the packing up of the booth on the last event day.</p> <p>INCLUSIONS:</p> <ol style="list-style-type: none"> 1. Professional fees/allowances of the manpower to be provided onsite; 2. Expenses for the preparation and implementation of the event; 3. Event management and on-site supervision and technical support; 4. Administrative costs; and 5. Miscellaneous expenses 		
--	--	--	--

	<p>APPROVED BUDGET: FOUR THOUSAND EIGHT HUNDRED US DOLLARS (USD 4,800.00) to cover all applicable taxes.</p> <p>TERMS OF PAYMENT:</p> <ul style="list-style-type: none"> • 100% payment- after the event and full accomplishment of the services required <p>For particulars please contact Ms. Monica Sta Ana at telephone numbers 525 9318 loc. 203 and email address monica_staana@tpb.gov.ph</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 264,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **26 March 2019** thru email at soc_torres@tpb.gov.ph or thru fax no. 02 526-5971, 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.

NILO C. ABON
Officer – In – Charge
Procurement and General Services Division

Contact Person **SOCRATES G. TORRES**
Contact No 525-93-18 loc. 246
soc_torres@tpb.gov.ph

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. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement
7. Income Tax Return