

## Request for Quotation

11 APRIL 2019

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

**Quotation No. TPB-PR.2019.04.355**

PR No. 4.003 / March 25, 2019

**Requirements : SERVICE PROVIDER OF CULTURAL ENTERTAINMENT**

**Project Title : ASIAN CONFEDERATION OF INSTITUTES OF INTERNAL AUDITORS**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>SERVICE PROVIDER OF CULTURAL ENTERTAINMENT</p> <p>Project Title : ASIAN CONFEDERATION OF INSTITUTES OF INTERNAL AUDITORS (ACIIA) CHIEF AUDITORS EXECUTIVES (CAE} LEADERSHIP FORUM</p> <p>Activity: Opening Ceremony Date/time: 16 May 2019, Thursday, 13:00 Venue: Grand Hyatt Manila (Bonifacio Global City, Taguig City) Audience 220-250 pax Forum Theme: Collaboration, Innovation and Duplication: Making Great Things Happen</p> <p>Performances and Proposed Length of Presentations: Live music for the arrival/welcome of delegates (45 minute)</p> <p>Scope of Services:  <ul style="list-style-type: none"> <li>Assist in the conceptualization of entertainment plan, manage and implement the program scenario</li> </ul> </p>	P100,000.00	P100,000.00

	<ul style="list-style-type: none"> <li>• Recommend and submit the best artists and performers and repertoire of all show presentations for TPB approval</li> <li>• Document in photo and video the show presentations for submission to TPB</li> </ul> <p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The presentation should depict the best of the Philippine music, songs, dances and other types of performance genre in a fresh, dynamic and unique approach fit for an international audience</li> <li>2. The presentation should showcase the beauty and culture of the Philippines music and exquisite dances</li> <li>3. The presentation should be appropriate to the venue and the theme of the event</li> <li>4. The presentation should feature the best and most appropriate Filipino performers</li> <li>5. The service provider must be flexible in dividing the dance/songs presentations into sets as deemed fit in the program</li> </ol> <p>Technical Eligibility Requirements</p> <ol style="list-style-type: none"> <li>1. Must be Filipino owned, operated and legally registered service provider of cultural entertainment package under Philippine laws</li> <li>2. Must have handled at least three (3) government projects/events</li> <li>3. Preferably with an active Land Bank of the Philippines (LBP) account</li> <li>4. Must have the necessary skills and manpower support to implement the project</li> <li>5. Must have a minimum of 3-year experience in organizing medium scale events and performances of dances ranging from folk, ballroom, modern and contemporary genres, featuring Filipino artists and talents</li> <li>6. Must be able to submit a list of local or international events/production shows</li> <li>7. Must have the expertise in the conceptualization and in the direction of performance in all fields of cultural dances</li> </ol>		
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	<p>Inclusions in the Contract of Service:</p> <ol style="list-style-type: none"> <li>1. Professional fees of performers and production crew</li> <li>2. Dress/technical rehearsals and dry run presentation including venue</li> <li>3. Costumes, accessories and props</li> <li>4. Meals and Transportation expenses of entertainment team during rehearsals, set-up and event proper</li> <li>5. Supplies and other administrative expense</li> </ol> <p><b>Note: DO NOT submit your Bid Quotation without the attachment of Legal Documents, specially the Notarized Omnibus Sworn Statement</b></p> <p>Legal Documents:</p> <ol style="list-style-type: none"> <li>1. SEC/DTI Registration Certificate</li> <li>2. Mayor's Permit/License</li> <li>3. BIR Registration / TIN</li> <li>4. Company Profile/Reference</li> <li>5. PhilGEPs Certificate</li> <li>6. Omnibus Sworn Statement</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	<b>Php 100,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **16 APRIL 2019** thru email at [soc\\_torres@tpb.gov.ph](mailto: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.

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

**Ping An Insurance (Group) Company of China, Ltd. Incentive Tour to Davao**  
May 8-11/22-25/29-01 June/05-08 June 2019 | Davao City

**TERMS OF REFERENCE**

**Services of Food and Beverage Supplier/Venue**

**I. BACKGROUND**

The Tourism Promotions Board is providing assistance to the Ping An Insurance (Group) Company of China, Ltd. Incentive Tour to Davao

Part of TPB's assistance to the event is the provision of TPB-hosted dinner on the following dates:

- Batch 1 (122 pax) on May 8, 2019
- Batch 2 (126 pax) on May 22, 2019
- Batch 3 (126 pax) on 29 May 2019
- Batch 4 (126 pax) on 05 June 2019

Hence, the TPB is seeking for a food and beverage supplier/ venue that will provide the necessary food and beverage requirements for the TPB-hosted dinner for Chinese participants.

**II. SPECIFICATIONS**

TPB will host dinner for the Chinese participants with the following specifications:

1. Food and Beverage catering for an estimated number of 500 guests
2. The supplier should submit menu options to TPB
3. Water stations/flowing coffee or tea
4. Complete set-up of buffet stations to match the theme of the dinner reception
5. Dressed cocktail tables/chairs to match the theme of the reception
6. Uniformed and well-trained waiters/service personnel and can converse in English
7. Set-up should be ready an hour before the start of the event and food to be served shall be fresh and warm
8. Can accommodate guests with dietary restrictions: vegetarians, diabetics, people with allergies, etc..
9. All dinnerware and glassware should be uniform in design and appearance

### III. ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated and legally registered establishment under Philippine laws
2. Must have a minimum of eighteen (18)-years experience in the food and beverage business
3. Preferably have worked with the Department of tourism (DOT) / Tourism Promotions Board (TPB) in one of the DOT/TPB-organized events in the past ten (10) years
4. Must have provided services for government institutions for international and local events/functions
5. Must be accredited with the Department of Tourism (DOT) and Philippine Government Electronic Procurement System (PHILGEPS)
6. Must have established a good reputation in the food and beverage industry
7. Willing to provide services on "send-bill" arrangement to TPB

### IV. TECHNICAL ELIGIBILITY DOCUMENTS

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or License to Operate
3. BIR Registration with TIN
4. PhilGEPS Certificate
5. Company Profile

### V. APPROVED BUDGET FOR THE CONTRACT (ABC)

Approved budget for the contract is Php 500,000.00 inclusive of all applicable taxes.

Bid price ceiling is **Php 500,000.00** inclusive of all applicable taxes. Deadline for submission of bids should be at the close of office hours on \_\_\_\_\_.

For particulars, please contact **MS. MAYETTE SANTILLAN / MS. DIVINA ANDRES /** at telephone numbers (02) 525-6110 and 525-9318 loc 228 / 231 or email at [mayette\\_santillan@tpb.gov.ph](mailto:mayette_santillan@tpb.gov.ph) / [divina\\_andres@tpb.gov.ph](mailto:divina_andres@tpb.gov.ph) /