

29 May 2019

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2019.05.517

Requirement : Services of the Event Integrator and Production House
Project : TRAVEX and Dinner Reception on 27 June 2019

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount (PhP)
1 Lot	<p>Consultancy Services – TRAVEX and Dinner Reception on 27 June 2019</p> <p><u>Objective</u> To assist in the effective management of the proceedings of the travel exchange area and dinner reception by delivering the necessary physical and technical requirements, technical manpower and all the other provision for the success of the PHILKOTEX 2019</p> <p><u>Scope of Services</u></p> <p>1. The Event Integrator Team – Business-to-Business Session (Travel Exchange Area) (27 June 8:00H-17:00H)</p> <ul style="list-style-type: none"> • To conceptualize and implement the event plan/program for the Business-to-Business session in TRAVEX area on 27 June 2019. <ul style="list-style-type: none"> - Program flow detailed scenario; - Script based on the approved program; - Professionals/talents for the event proper, to include the voice-over; and - Welcomes entertainment during the arrivals of the participants and official opening of the event, preferably: entertainer; and • Provide physical and technical requirements for the Travel Exchange Area, and oversee the set-up and operation in coordination with the technical provider in the even venues, 	965,000.00	965,000.00

	<p>including, but not limited to:</p> <ul style="list-style-type: none"> - LED screen/backdrop, set design; - stage truss system; - complete PA system; - professional lighting system; and - signage within and around the event venue <ul style="list-style-type: none"> • Form a lean Even Management Team to oversee physical and technical requirements. • Professional fees of host/ voice over talent, performers, event integrator team • Venue styling and enhancement of the following, but not limited to: <ul style="list-style-type: none"> - TRAVEX Area (Business to Business Session) - Main Entrance of the TRAVEX Area; and - VIP Lounge • Installation, enhancement and styling of <u>Entrance LED Arch</u> in the main entrance of Travel Exchange Area; • Provision of trusses support for the installation and production/printing of two drop-down banners, measured at 2.65H x 4W meters on the side of stage • Printing of title A3 cards/table-top signages (100pcs) for B2B sessions (Acrylic stand c/o TPB); • Rental of AV Equipment • Creatives for artworks and design • Oversee, coordinate and present a final dry-run PHILKOTEX events/activities a day before the event for final approval of TPB; and • Document in video all presentations/proceedings in the event venue during TRAVEX and producing a same-day edit video. 		
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2. Production House Team – Welcome Dinner Reception (Dining Area)
(27 June | 19:00H-22:00H)

- To conceptualize and implement the event plan/program for the Business-to-Business session in TRAVEX 27 June 2019.
 - Program flow detailed scenario;
 - Script based on the approved program;
 - Professionals/talents for the event proper, to include the voice-over; and
 - Welcomes entertainment during the arrivals of the participants and official opening of the event.

- Create a Production Management Team to manage, coordinate, oversee pre- 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, rehearsal, and performance;
 - Director;
 - Scriptwriter;
 - Venue/Stage designer;
 - Technical Director; and
 - Videographer and Photographer,

- Provide physical and technical requirements for the event, and oversee the set-up and operation in coordination with the technical provider in the event venues.
 - LED screen/backdrop, set design;
 - stage truss system;
 - complete PA system; and
 - professional lighting system

- Installation, enhancement and styling of Entrance Arch in the main entrance of dining area;

- Rental of AV Equipment

- Creatives for artworks and design

- Oversee, coordinate and present a final

	<p>dry-run PHILKOTEX events/activities a day before the event for final approval of TPB; and</p> <ul style="list-style-type: none"> • Document in photos and video all presentations/proceedings in the event venue during welcome dinner reception and producing same-day video edit. (saved in an external hard drive). <p><u>Consultant’s Qualification</u></p> <ol style="list-style-type: none"> 1. Must be Filipino owned, operated and legally registered Events Management Company/ Production House/ Conference Integrator under Philippines Laws; 2. Must have minimum of 2 years’ experience in organizing large scale events and similar events, must be able to submit list of similar local events handled in the past and list of current on-going/forthcoming projects; 3. Must have a wide network of talent contacts and should be able to negotiate preferential rates and terms. <p><u>Evaluation and Selection Criteria</u> Please refer to the attached Terms of Reference</p> <p>Rating Technical Proposal = 85% Financial Proposal = 15%</p> <p>Passing Rate: 85%</p> <p>Note to Bidders: Bidders will be required to make a presentation (maximum of 15 minutes) of their Plan Approach for the project.</p> <p>Please see attached Terms of Reference and Rating Criteria for details</p>		
Terms	30 days upon receipt of billing statement		
Delivery	As stated		
ABC	PhP965,000.00 inclusive of all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **4 June 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

CHRISTINA LOUISE A. BELLEZA

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:

Company Requirments

1. PhilGEPS Registration Number
2. Income/Business Tax Certificate
3. Current Business Permit
4. Omnibus Sworn Statement
5. Company Profile