

Request for Quotation

15 May 2019

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

Quotation No. TPB-RFQ 2019-05-401

PR No. **5.041**

Requirements: Production Company

Project Title: Philippine Business Mission (PBM) to Japan 2019
May 27 – 31, 2019 | Sapporo, Nagoya and Tokyo

Qty	Particulars	Estimated Total Amount
Lot 1	<p>Production Company for the Philippine Business Mission (PBM) to Japan 2019 on May 27 – 31, 2019 Sapporo, Nagoya and Tokyo</p> <p><u>Background:</u></p> <p>Philippine Business Mission (PBM) to Japan is considered the Philippines’ premier travel trade event and a vital source of travel information and tourism leads. The annual event, scheduled on 27-31 May 2019 will be held in Sapporo, Nagoya and Tokyo, respectively.</p> <p>Japan currently ranks 4th in terms of tourism arrivals to the Philippines. In 2018, Japan’s contribution to tourism arrivals in the Philippines reached 631,801 with a growth rate of 8.15% compared to 2017’s arrivals of 584,180.</p> <p>The PBM continues to be the most important annual project of TPB and DOT with private sector participation as it provides a business platform for suppliers of Philippine tourism products to conduct business with their Japanese counterparts.</p> <p>The mission includes a Philippine Seminar to introduce and update the Japanese travel trade to important Philippine travel and tourism developments, a Travel Mart for the one-on-one business discussions with the Japanese travel trade and Philippine sellers, and a Reception for additional business networking.</p> <p><u>Specifications:</u></p> <p>Requirement</p> <ul style="list-style-type: none"> - Provision of folk and festive dance performances by a maximum of twelve (12) performers (see breakdown below) including artistic director/manager during the dinner receptions <p>Date/Venue</p> <ul style="list-style-type: none"> - 27 May 2019 – Sapporo (10 performers) - 29 May 2019 – Nagoya (10 performers) - 31 May 2019 – Tokyo (12 performers) 	Php800,000.00

	<p>Time</p> <ul style="list-style-type: none"> - 1800H – onwards per city <p>No. of Pax</p> <ul style="list-style-type: none"> - Total of twelve (12)performers including artistic director/manager with breakdown as follows: <ul style="list-style-type: none"> ➤ 27 May 2019 – Sapporo (10 performers to include 6 festival dancers, 2 beat drummers, 1 singer, 1 musical/artistic director); ➤ 29 May 2019 – Nagoya (10 performers to include 6 festival dancers, 2 beat drummers, 1 singer, 1 musical/artistic director); and ➤ 31 May 2019 – Tokyo (12 performers to include 6 festival dancers, 2 beat drummers, 1 singer, 1 musical/artistic director, 1 chef and 1 assistant chef). <p>Length of Show</p> <ul style="list-style-type: none"> - 45 minutes per city <p><u>Guidelines</u></p> <ol style="list-style-type: none"> 1. The music genre should be fit for an international audience and would include Filipino culture and tradition; 2. The dance group should perform folk and festive dances for 45 minutes during the dinner receptions in Sapporo, Nagoya and Tokyo. 3. Recommend the best artists and performers preferably internationally acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB. 4. Recommend the chef that can best promote Filipino cuisine to the Japanese market through “Live Food” in the Philippine Business Mission Tokyo leg, preferably a renowned Asia’s Best Female Chef, as a form of entertainment to engage our Japanese guests and visitors. This form of entertainment should include live demonstration in an open kitchen during the reception which can be animated with Folkloric dances and rhythms. In addition, it will feature Filipino ingredients and the destinations where they can be found. 5. For Sapporo and Nagoya legs: 6 festival dancers, 2 beat drummers, 1 singer,1 musical/artistic director. For Tokyo leg: 6 festival dancers, 2 beat drummers, 1 singer, 1 musical/artistic director, 1 chef and 1 assistant chef 6. The artists should have a valid passport and a ready Japan visa <p><u>Entertainment Package Inclusion</u></p> <ol style="list-style-type: none"> 1. Professional fees of the performing artists including artistic director 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, production meeting costs, studio rental costs 7. Costumes and musical instruments 8. Accommodation for all the members of the team with twin-sharing arrangements for the duration of the project 9. Travel insurance for the duration of all the members of the team’s stay in Sapporo, Nagoya and Tokyo 10. Allowance/per diemat USD75.00/person/day of all the production team and performers for the duration of the travel dates 11. Extra baggage allowance for props and costume for the flights 12. Piped in music material 13. Valid passports 14. Administrative costs and other miscellaneous expenses to include visa processing fee for 12pax 	
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Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	Php800, 000.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **20 May 2019**, email at farhan_ambiong@tpb.gov.ph or thru fax no. 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 **FARHAN M. AMBIONG**
Contact No 525-9318loc 208

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 Certificates*
2. *Business Permit/Certification*
3. *TIN Certificate/Registration*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership*
6. *Notarized Omnibus Sworn Statement*

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued], [place issued]*

IBP No. _____ *[date issued], [place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____