

25 July 2019

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2019.07.628

Requirements : Services of an Event Management Company
Project : Philippine Business Mission in Malaysia

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 lot	<p>Services of an Event Management Company Date: 13-17 August 2019 / Kuala Lumpur, Malaysia</p> <p>Schedule of the B2B 0900H - 1230H - Travel Trade Buyers 1400H - 1730H – MICE Buyers</p> <p><u>Scope of Deliverables</u></p> <ol style="list-style-type: none"> a. Provision for a dedicated Event Manager b. Management of the pre and post event arrangements c. Facilitation during the event proper d. Buyer invitation (min. of 30 MICE and 70-120 Travel Trade) e. Outsourcing of suppliers <ul style="list-style-type: none"> • Light and sound requirements • Event host/emcee • Entertainers • Official photographer f. Recommendation and coordination with the suppliers for: <ul style="list-style-type: none"> • Photo wall printing services • Bus Company <p><i>*TPB will settle payment directly to supplier</i></p> g. Coordination with the HOTEL for the over-all arrangement of the B2B venue <p>The proposal shall include the following:</p> <ol style="list-style-type: none"> h. Professional fees of the manpower complement 	999,000.00	999,000.00

	i. Event management and on-site supervision and technical support j. Bank charges, taxes and other fees k. Administrative cost and other miscellaneous expenses NOTES: <ul style="list-style-type: none"> • <i>Manpower should be at the venue 1 hour before the opening time on 14 August and should be available during set-up on 13 August 2019; and should attend to the packing up of the venue after the event.</i> • <i>No reimbursable expenses shall be charge to TPB in excess of the Approved Budget for the Contract (ABC).</i> <p><i>Please see attached Terms of Reference and Itinerary for complete details</i></p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP999,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **1 August 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. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

Note: **All entries must be typewritten on 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