

Request for Quotation

29 August 2019

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

Quotation No. TPB-PR.2019.08.768

PR No. 8.124 / August 22, 2019

Requirements : CULTURAL ENTERTAINER PROVIDER

Project Title : 13th Asia Pacific Conference on Human Genetics (APHG)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>CULTURAL ENTERTAINMENT</p> <p>Project Date: 08 November 2019 Venue : Makati Shangri-La Manila Expected Number of Participants: 500 pax</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Dinner Function Fellowship Night • Date 08 November 2019 • Time 1800H- 21:00H • Venue Makati Shangri-La Manila • Length of Show 30 minutes • Audience 500 pax • Suggested theme/s 80s • Entertainment type : Fusion of folk and modern <p>Guidelines:</p> <ul style="list-style-type: none"> • The presentation should be appropriate to the theme of the dinner reception • The presentation should be fit for an international audience and have lively cultural music and dances that encourage audience interaction 	P200,000.00	P200,000.00

	<ul style="list-style-type: none"> • The Cultural Entertainment Provider must be flexible in dividing the show into sets as deemed fit in the program • Cultural Entertainment Provider should coordinate with the event organizer for the full entertainment plan and program scenario, to provide the appropriate/required production show performance <p>Scope of Work I Deliverables</p> <ul style="list-style-type: none"> • Presentation duration should be at least 30 minutes • The Cultural Entertainment Provider shall provide for their own costumes and props necessary for the performance • The Cultural Entertainment Provider should provide the meals, transportation and other miscellaneous requirements of the performers during the performance date • Cultural Entertainment Provider should coordinate with the event organizer and the venue with regard to the technical requirements for the performance/performers such as lights and sounds, audiovisual, staging, emcee spiels, and other elements the show <p>Technical Requirements:</p> <ul style="list-style-type: none"> • The Cultural Entertainment Provider should submit a list of artists and repertoire of the show presentation • The Cultural Entertainment Provider should document the show presentation in photo and video, for submission to TPB <p>Eligibility Requirements:</p> <ul style="list-style-type: none"> • Must be Filipino-owned and operated, and a legally registered Performing Group Provider under Philippine laws. • Must have a minimum of two (2) years of experience in providing local artists/performers for small to medium scale events • Must have a wide network of talent contacts, i.e. various performers of music, songs and dances ranging from folk, ballroom, modern and contemporary genres 		
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	<ul style="list-style-type: none"> • Must have expertise in conceptualization and direction of performance in all fields of cultural dances • Must have handled at least three (3) government projects/events <p>Technical Eligibility:</p> <ul style="list-style-type: none"> • Company Profile • PhiiGEPS certificate of accreditation • Valid DOT certificate of accreditation • Certificate of registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) <p>Business Name Registration</p> <ul style="list-style-type: none"> • BIR Registration Certificate with TIN • Valid and current Mayor's permit I municipal license I license to operate • List of the last three (3) government projects/events involved with <p>Payment Terms:</p> <ul style="list-style-type: none"> • Send bill to the Tourism Promotions Board after the completion of services • 30-days upon receipt of invoice <p>Evaluation Procedure:</p> <p>The winning bid shall be selected, not solely based on the amount of bid and eligibility requirements, but the capability to provide the required services.</p> <p>DO NOT SUBMIT YOUR BID QUOTATION WITH INCOMPLETE LEGAL REQUIREMENT</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 200,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than 03 September 2019, 5:00 PM 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.

Suppliers must submit the following **legal documents** to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement same date with your Bid Quotation
8. Notarized Authority of the Signatory
(Notarized with same date of your bid quotation)
Secretary's Certificate if SEC or
Special Power of Attorney if DTI