

**Request for Quotation**

**14 August 2019**

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

**Quotation No. TPB-RFQ 2019-08-624 2<sup>nd</sup> Posting**  
 PR NO. 7.122

**Requirements:** Event Management Company  
**Project Title:** Internationale Tourismus Borse (ITB) Asia  
 16 – 18 October 2019

Qty	Particulars	Estimated Total Amount
	<p style="text-align: center;"><b>Event Management Company to provide for the preparation, coordination, and conduct of the Philippine participation to Internationale Tourismus Borse (ITB) Asia on 16 – 18 October 2019</b></p> <p style="text-align: center;"><u><b>Terms of Reference</b></u></p> <p><b>Background</b></p> <p>ITB Asia is an annually-held three-day B2B trade show and convention for the travel industry; it is designed to become the primary event for the Asia Pacific travel industry, much like its parent event – ITB Berlin. Now in its twelfth year in Singapore, ITB Asia will be taking place at Marina Bay Sands. It is organized by Messe Berlin (Singapore) Pte Ltd and supported by the Singapore Exhibition &amp; Convention Bureau.</p> <p>It is an event that will feature hundreds of exhibiting companies from the Asia-Pacific region, Europe, the Americas, Africa and the Middle East, covering not only the leisure market, but also corporate and MICE travel. Exhibitors from every sector of the industry, including destinations, airlines and airports, hotels and resorts, theme parks and attractions, inbound tour operators, inbound DMCs, cruise lines, spas, venues, other meeting facilities and travel technology companies are all expected to attend.</p> <p>The Philippines has been successfully participating in ITB Asia for the past eight years due to its wide range of opportunities for Philippine tourism and our participating private sectors. TPB will participate with a 198 sqm peninsula booth.</p> <p>In view of the above, the TPB is in need of an event management company that could provide services based on the following specifications.</p>	<p style="text-align: center;"><b>Php497,356. 20</b></p>

	<p><b>Specifications</b></p> <p>Requirement</p> <p>(1) Facilitation of activities in the Philippine pavilion during the 3-day event</p> <p>(2) Provision of a dedicated Event Manager and other needed manpower for the support and coordination assistance in the arrangements and requirements of the TPB for its successful participation in ITB Asia 2019</p> <p>(3) Provision of professional services prior, during, and after the event proper</p> <p>(4) Outsourcing of suppliers for the following services, once appointed as winning bidder:</p> <ul style="list-style-type: none"> <li>- Dinner/debriefing venue and food &amp; beverage package (for a maximum of 50 pax and within allocated budget; <i>TPB to settle payment to supplier</i>)</li> <li>- Printing of flyers/brochures, as needed (<i>TPB to settle payment to supplier</i>)</li> <li>- Official photographer</li> <li>- Two (2) Filipino coffee baristas to serve Philippine coffee in-booth for the duration of the event; must be able to serve a minimum of 80 cups of coffee/day <ul style="list-style-type: none"> <li>o Coffee must be of Philippine-origin (grown/produced in the Philippines and packaged by a Philippine company; sample brand: Café Amadeo or similar)</li> </ul> </li> <li>- Coffee must have a compliments card to include brief description of the coffee</li> <li>- Physical/technical requirements for Philippine coffee consumer activation in-booth</li> </ul> <p>(5) Coordination with the suppliers for all the requirements of the ITB Asia, ensure all necessary forms required by the organizers relative to the booth set-up and Philippine delegation participation are completed (Event Management Company should supervise the start of the set-up in the event hall until egress) and settlement of payment to the suppliers for their services (unless otherwise stated as ‘TPB to settle payment to supplier’)</p> <p>(6) Photo documentation of the whole event and all activities in the event.</p> <p><b>Details of the Events</b></p> <p>Date/Venue : 16-18 October 2019 (Wednesday-Friday) Sands Expo and Convention Centre, Marina Bay Sands, Singapore</p> <p>Event Time : 0900H – 1830H</p>	
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	<p><b>Inclusions</b></p> <ol style="list-style-type: none"> <li>1. Professional fees/allowances of the manpower complement in the implementation of this event;</li> <li>2. Expenses for the preparation and implementation of the event (including payment to various suppliers);</li> <li>3. Event management and on-site supervision and technical support;</li> <li>4. Bank charges and other fees;</li> <li>5. Administrative costs; and</li> <li>6. Miscellaneous expenses</li> </ol> <p><b>Approved Budget for the Contract</b></p> <p><b>FOUR HUNDRED NINETY-SEVEN THOUSAND THREE HUNDRED FIFTY-SIX PESOS and 20/100 (PhP 497,356.20) or NINE THOUSAND TWO HUNDRED TEN US DOLLARS and 30/100 (USD 9,210.30) to cover all applicable taxes.</b></p> <p>For particulars please contact Ms. Monica Sta Ana at telephone numbers 525 9318 loc. 203 and email address <a href="mailto:monica_stana@tpb.gov.ph">monica_stana@tpb.gov.ph</a></p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	<b>Php497,356.20</b> inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 10:00 a.m on **19 August 2019, in a sealed envelope** and/or an advance copy on email at [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph), 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.

**(Original copy signed)**  
**NILO C. ABON**

Officer – In – Charge  
Procurement and General Services Division

Contact Person                      **FARHAN M. AMBIONG**  
Contact No                              525-9318 loc 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 or Mayor`s Permit/Certification*
3. *Annual Income Tax Return for 2019*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership*
6. *Notarized Omnibus Sworn Statement*

Omnibus Sworn Statement

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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 \_\_\_\_\_