

Request for Quotation

03 September 2019

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

Quotation No. TPB-RFQ 2019-09-788

PR NO. 9.004

Requirements: Services of a Production Company

Project Title: Asian Federation of Exhibition & Convention Associations (AFECA)
14th Annual General Meeting on October 11, 2019

Qty	Particulars	Estimated Total Amount
Lot 1	<p align="center">Services of a Production Company for Asian Federation of Exhibition & Convention Associations (AFECA) 14th Annual General Meeting on October 11, 2019</p> <p align="center"><u>Terms of Reference</u></p> <p>Background</p> <p>The Tourism Promotions Board (TPB), the marketing arm of the Department of Tourism (DOT), together with the Philippine Association of Convention/Exhibition Organizers and Suppliers, Inc. (PACEOS), is spearheading the Philippine hosting of the <i>Asian Federation of Exhibition & Convention Associations' (AFECA) 14th Annual General Meetings (AGM)</i> slated on 08-12 October 2019 in Manila.</p> <p>AFECA is the umbrella association of national meetings, incentive travel, conventions and exhibition (MICE) associations/organizations from seven countries: China, Indonesia, Japan, Malaysia, the Philippines, Singapore and Taiwan, with over 131 members. Established in 2005, it has a mission to promote and enhance the MICE industry in the Asian region.</p> <p>Hosting AFECA AGM to the country will place the Philippines in an influential position since the association formulates programs that affect the welfare of the MICE industry in the region. It expects to provide new opportunities for our stakeholders to network and do business with their Asian counterparts.</p> <p>As part of the its commitment, TPB will co-host with PACEOS the AFECA Gala Dinner and Awarding Ceremony on 11 October 2019, includes the provision of entertainment during the event.</p>	Php500,000.00

	<p>Specifications</p> <ul style="list-style-type: none"> ● Event: AFECA Gala Dinner and Awarding Ceremony ● Date: 11 October 2019, Friday 06:30 p.m ● Venue: TBA (Hotel) ● Profile of Guests: <ul style="list-style-type: none"> ➢ AFECA Board and Advisory Council ➢ AFECA Delegates and winners of MICE Youth Challenge ➢ Officials of DOT, TPB and PACEOS ➢ Other guests ● No. of Guests: 200 pax <p>Scope of Services</p> <p>Physical and technical set-up</p> <ul style="list-style-type: none"> ○ Must be able to provide a 9 feet x 12 feet LED screen which will be utilized for presentations and backdrop of the event ○ Must be able to provide basic sound system: mixer/amplifier, speakers, wireless microphones, power cable and connectors, laptop and two onsite operators ○ Must be able to provide a stage for the performers and podium for speeches <p>Provision for Entertainment</p> <ul style="list-style-type: none"> ○ Must be able to provide live music with performers and/or musicians ○ Minimum 3 sets of 20-minute performances ○ The music genre should be fit to an international audience and would include Filipino culture and tradition. Must submit a repertoire, subject to approval of TPB ○ Performers should have at least 3-year experience in performing to a foreign audience, subject to approval of TPB <p>Roving Photographer</p> <ul style="list-style-type: none"> ○ Three-hour photo coverage with 2 event assistants ○ Unlimited high quality prints in satin paper ○ Must have high quality and fast photo printer ○ Must provide in DVD/external hard drive of all raw and printed photos <p>Other Requirements</p> <ul style="list-style-type: none"> ○ Any other requirements that may be mutually agreed upon by the TPB and the supplier ○ Must have previous business engagement catering to government functions with international guests 	
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	<p><u>Eligibility Requirements</u></p> <ul style="list-style-type: none"> • Must be Filipino owned, operated and legally existing under Philippine laws • Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPs) • Must be willing to accept send-bill arrangements with the TPB <p><u>Approved Budget for the Contract (ABC)</u></p> <p>P500,000.00 inclusive of government taxes</p> <p>The financial proposal of the production</p> <ul style="list-style-type: none"> • Production costs • Professional fees of the singers • Costumes, props, and musical materials • Pre-production preparation • Production management and on-site supervision and technical support • Rehearsals, studio rental costs, production meeting costs <p>The winning bid shall be determined based on quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the approved budget.</p> <p><u>For particulars, please contact the following Project Officers:</u></p> <table border="1" data-bbox="331 1310 1193 1585"> <tr> <td data-bbox="331 1310 592 1447">Marietta Santillan</td> <td data-bbox="592 1310 997 1447">mayette_santillan@tpb.gov.ph</td> <td data-bbox="997 1310 1193 1447">525-9318 local 231</td> </tr> <tr> <td data-bbox="331 1447 592 1585">Mary Ann Caramat</td> <td data-bbox="592 1447 997 1585">Maryann_caramat@tpb.gov.ph</td> <td data-bbox="997 1447 1193 1585">525-9318 local 230</td> </tr> </table>	Marietta Santillan	mayette_santillan@tpb.gov.ph	525-9318 local 231	Mary Ann Caramat	Maryann_caramat@tpb.gov.ph	525-9318 local 230	
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Mary Ann Caramat	Maryann_caramat@tpb.gov.ph	525-9318 local 230						
Terms	30 days upon receipt of invoice							
Delivery	15 days after received P.O							
ABC	Php500, 000.00 inclusive of all applicable taxes							

The last day for submission of **quotation** is not later than 10:00 a.m on **10 September 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.

(Sgd.)

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 Permit/Certification*
3. *Annual Income Tax Return for 2019*
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 _____