

10 October 2019

**REQUEST FOR QUOTATION**

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

**Quotation No. TPB-PR 2019.09.826**

**Requirements :** Services of an Event Management Company  
**Project :** TPBs Support to PCAAE Summit at the PICC, Manila

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>Philippine Council of Association Executive (PCAAE) Summit, PICC, Manila / 27-28 November 2019 / 250 Delegates and 3 Int'l speakers</p> <p>Scope of Services</p> <p>A. Technical Direction for the Summit Proper, Gala Dinner and Susi Awards</p> <ul style="list-style-type: none"> <li>a. Cultural Entertainment for the Gala Dinner</li> <li>b. Production for "Ang Susi Awards"</li> <li>c. Technical Support for the Summit Proper and Sessions</li> </ul> <p>B. Food and Beverages (Gala Dinner)</p> <ul style="list-style-type: none"> <li>a. PICC accredited caterer</li> <li>b. Plated Dinner</li> <li>c. Provide menu selection</li> <li>d. Other services per Terms of Reference</li> </ul> <p>C. Airfare, Transfers and Accommodation for the Speakers (3pax), please see attached TOR for Name list and flight details</p> <ul style="list-style-type: none"> <li>a. Air Ticket Regular economy, rebookable, aisle seats, 20K baggage allowance, travel insurance</li> <li>b. Accommodation 3 Single rooms (as appropriate with the flight details, please refer to the Terms of Reference), within 1km or 2km radius of PICC, DOT-accredited</li> </ul>	1,000,000.00	1,000,000.00

	<p>c. Land Transportation (Airport-Hotel-Airport/Hotel-Venue-Hotel) 1 van (latest model), dot-accredited operator</p> <p>D. Qualification of the bidder:</p> <ol style="list-style-type: none"> <li>1. With DOT accreditation</li> <li>2. 5 years in the business from the time of opening of the proposal</li> </ol> <p>Attached is the Terms of Reference for complete details</p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP1,000,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **16 October 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.)**

**ROSELLE D. ROMERO**

Acting Head

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

**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. PhilGEPS Registration Certificate
2. Mayor/Business Permit
3. Income/Business Tax Return Certificate
4. Omnibus Sworn Statement
5. Company Profile