

## Request for Quotation

11 October 2019

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

Quotation No. TPB-PR.2019.10.903

PR No. 10.048 / October 11, 2019

Requirements :        PRODUCTION HOUSE

Project Title    :        WORLD TRAVEL MARKET 2019

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p><b>SPECIFICATIONS:</b></p> <p>Requirement : 3 Singers, 3 Baristas, 3 Weavers, 2 Chefs</p> <p>Date/Venue : 04 November 2019 – ExCel and The Wharf, London (1000H to 2200H) 05 November 2019 – ExCel, London (1000H to 1800H) 06 November 2019 – ExCel, London (1000H to 1800H)</p> <p>Length of show : 15 minutes per day during the WTM 30 minutes during the Philippine Networking Dinner</p> <p><b>GUIDELINES:</b></p> <ol style="list-style-type: none"> <li>1. The music genre should be fit for an international audience and would include Filipino culture and tradition.</li> <li>2. Recommend the best artists and</li> </ol>	P980,000.00	P980,000.00

	<p>performers preferably with experienced in performing abroad, as well as new, fresh regional talents who will perform during the event, for the approval of TPB.</p> <ol style="list-style-type: none"> <li>3. A Trio composed of a singer, a violinist and a keyboard player.</li> <li>4. An award winning barista on a national level.</li> <li>5. Various weavers of mat and basket. One weaver representing an island group of the Philippines</li> </ol> <p>The artists should have a valid passpor</p> <p><b>ENTERTAINMENT PACKAGE INCLUSIONS:</b></p> <p>The financial proposal of the production house should cover the following expenditures:</p> <ol style="list-style-type: none"> <li>1. Talent Fees of the performing artists</li> <li>2. Pre-production preparation</li> <li>3. Overall musical direction</li> <li>4. Production management and on-site supervision and technical support</li> <li>5. Full production and management/direction of the entire program (voice-over, program concept and flow, continuity script and intro spiels introducing the Filipino food and all other components necessary to completely execute the production concept, front act and themed performance, drama on)</li> <li>6. Piped-in music material</li> <li>7. Rehearsals, production meeting costs, studio rental costs</li> <li>8. Costumes and musical instruments</li> <li>9. Accommodation with breakfast for all the members of the team with twin/triple-sharing arrangements for the duration of the project (preferably same hotel where the TPB delegations are billeted)</li> <li>10. Domestic air tickets of the animators/performers for visa application and connecting flight to London</li> </ol>		
--	---	--	--

	<ol style="list-style-type: none"> <li>11. Travel insurance for the duration of all the members of the team’s stay in London, UK</li> <li>12. Allowance/per diem at USD75.00/person/day of all the performers and animators for the duration of the travel dates (02-07 November)</li> <li>13. Extra baggage allowance for props and costumes</li> <li>14. Valid passports and visa application</li> <li>15. Assistance in visa application of the animators/performers</li> <li>16. Coordinate logistical requirements of the animators/performers in Manila as may need be</li> <li>17. Administrative costs and other miscellaneous expenses</li> <li>18. Hotel/airport transfer (airport-hotel-venue-hotel-airport)</li> </ol> <p>TPB DELIVERABLES:</p> <ol style="list-style-type: none"> <li>1. Roundtrip international economy air tickets via Manila-London-Manila (preferably same flight with TPB representative)</li> <li>2. Technical requirements at each venue</li> </ol> <p>TECHNICAL ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> <li>1. Must be a Filipino owned, operated and legally registered Production Company under Philippine laws or a government agency mandated to promote Philippine arts and culture;</li> <li>2. The production company must have minimum of 5 years experience in packaging entertainment programs for large-scale events and world-class entertainment productions featuring Filipino artists and talents;</li> <li>3. Must have a wide network of talent contacts with repertoire to include ethnic, pop, classical, jazz, as well as traditional and festival dances such as Sinulog and Masskara Festivals;</li> <li>4. Must be accredited with the Philippine</li> </ol>		
--	--	--	--

	<p>Government Electronic Procurement System (PHILGEPS);</p> <p>5. Must have a good reputation in the field of corporate launches and events utilizing both entertainment and arts management components;</p> <p>6. Must have the necessary skills and workforce support to implement the project.</p> <p><b>APPROVED BUDGET:</b></p> <p>The approved budget is NINE HUNDRED EIGHTY THOUSAND PESOS (PHP 980,000.00) inclusive of all applicable taxes. Cost of items in the bid should be broken down. The winning bid shall be determined through Lowest Calculated and Responsive Bid, provided that the amount of bid does not exceed the abovementioned approved budget.</p> <p><b>DO NOT SUBMIT YOUR BID QUOTATION WITH INCOMPLETE LEGAL REQUIREMENT</b></p> <p><b>LEGAL DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>1. SEC/DTI Registration Certificate</li> <li>2. Updated Mayor's Permit/License</li> <li>3. BIR Registration / TIN</li> <li>4. Company Profile/Reference</li> <li>5. PhilGEPs Certificate</li> <li>6. Notarized Omnibus Sworn Statement same date with your Bid Quotation</li> <li>7. 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</li> <li>7. Latest Income Tax Return</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Php 980,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than 18 October 2019, 5:00 PM thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) or thru fax no. 02 8526-5971, 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.

**ROSELLE D. ROMERO**

Acting Head

Procurement and General Services Division

Contact Person

**SOCRATES G. TORRES**

Contact No

8525-93-18 loc. 266  
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
7. 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
7. Income Tax Return