

**Request for Quotation**

15 October 2019

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

**Quotation No. TPB-PR.2019-10-907**  
**PR no. 10.045**

**Requirements :** SERVICES OF AN EVENT INTEGRATOR  
**Project Title :** TARA NA BIYAHE TAYO ADVOCACY TOUR  
(WELCOME DINNER AND FORUM)

**TERMS OF REFERENCE**

**TECHNICAL SPECIFICATION**

**BACKGROUND**

The Tourism Promotions Board (TPB) will conduct the 1<sup>st</sup> Tara na Biyahe Tayo Advocacy Campaign on November 29-December 1, 2019.

**The “Tara na Biyahe Tayo” Program will feature the following:**

- A 2- day tour within the CALABARZON area with maximum of 210 senior public teachers;
- Participants will attend Forum about Responsible Travelers, GAD in Tourism and also engaged in civic activities such as tree planting and others
- Participation is open to public senior high school teachers to be endorsed by Department of Education NCR.
- To involve the academe by providing teachers chance to travel within the country.
- To promote and instill the culture of tourism and national pride among participants

<b><u>LOT # 1</u></b>	<b>PROVIDE THE SERVICES: EVENT INTEGRATOR</b>	<b>ABC Php 384,250.00</b>
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**SCOPE OF WORK/DELIVERABLES:**

<b>EVENT INTEGRATOR SHALL PROVIDE THE FOLLOWING:</b>	
<b>PARTICULARS</b>	<b>SPECIFICATION</b>
PRODUCTION TEAM The arms, hands, and	1. They are the ones in-charge of plan execution during the activities 29 November 2019.

<p>feet of an occasion for the duration of the event</p>	<ol style="list-style-type: none"> <li>2. Over-all Director Technical Directors (Audio Visual, Music, Lights)</li> <li>3. Stage Manager Production Staff Assistant Stage Managers</li> <li>4. Other Inclusions: Music and Visuals during the event Technical Script Sequence Guide</li> </ol>
<p>DOCUMENTATION</p>	<ul style="list-style-type: none"> <li>• Photos and video on 29 November 2019 forum and welcome dinner</li> <li>• Files must be turnover to TPB with external drive</li> <li>• Final Output with Music Scoring: Five (5)-minute Final Edited Video Production Consolidated videos from the 29-November – 01 December Tour (TPB will provide the videos and photos)</li> <li>• Files must be turnover to TPB with external drive</li> </ul> <p>I. LIVE FEED (real time videos are fed on the LED WALL)</p> <ul style="list-style-type: none"> <li>• Live feed for the during opening and forum event</li> <li>• Professional Cameramen</li> <li>• Professional Camera Set-up</li> <li>• Monitor Set-up-with Video Switcher</li> <li>• Technical Director</li> <li>• Communication System (Cameramen to Technical Director)</li> </ul>
<p>Provide Entertainment and other requirements for the event</p>	<ul style="list-style-type: none"> <li>• Preferably Banda Kawayan <ul style="list-style-type: none"> <li>✓ 30 to 45-minute performance (about 10 to 15 songs, can be divided into different segments) or a fraction thereof</li> <li>✓ For welcome receptions, featured on-stage performance, lunch/dinner function (background or house music), mini-concert performance, cultural showcase</li> <li>✓ Filipino Folk Dance options: “Tinikling” (with audience participation), “Sayaw sa Bangko” or “Karatong Subli”</li> </ul> </li> <li>• Vocal Soloist render at least 3 OPM Songs up beat music</li> <li>• Giveaways to be given to the guests 300 pcs. T-shirt worth Three Hundred Pesos Only (Php300.00) with sustainable packaging TPB will provide design</li> <li>• One (1) Emcee and host</li> <li>• Air ticket for two (2) pax for Kyle “Kulas” Jennermann (Cagayan de Oro-Manila-Cagayan de Oro)</li> <li>• Honorarium of 3 speakers amounting to Five Thousand Pesos (Php5,000.00)</li> </ul>
<p>MEALS</p>	<ul style="list-style-type: none"> <li>• All production staff and entertainers</li> </ul>
<p>LIGHT AND SOUNDS AND TECHNICAL REQUIREMENTS</p>	<ul style="list-style-type: none"> <li>• Video LED wall and accessories at least 9 x 12</li> <li>• Lighting equipment</li> <li>• Sound system</li> <li>• Duration : 29 November 2019</li> </ul>

## ELIGIBILITY REQUIREMENTS

- Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

### III. SPECIAL/ADDITIONAL REQUIREMENTS

1. Willing to provide services on “send-bill” arrangement
2. Shall submit line-up of entertainers and brief descriptions of programme scenario for the event
3. Shall submit breakdown of expenses
4. Must have a minimum of 3 years’ experience in events and productions.

### III. INVITATION TO SUPPLIERS

The winning bidders shall be determined in accordance with the process of R.A. 9184 and it’s Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.

### IV. PROJECT OFFICERS/CONTACT PERSONS

#### MICHELLE ALCANTARA

Domestic Promotions Department

Email address: michelle\_alcantara@tpb.gov.ph / Tel. No: 525-1255 / 525-9318 local 268

The last day of submission of **quotation and legal documents** is not later than 1:00 p. m. on 21 October 2019, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the 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

NILO C. ABON

Contact No

525-93-18 loc 208 / 525-73-12

Note: All entries must be typewritten in your company letterhead.

1. Price Validity shall be for a period of thirty (30) calendar days.

**A. Legal Documents**

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement (Notarized)