

10 December 2019

REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2019.12.1053**

Requirements : **Supply and Delivery of Cultural Entertainment Package
International School (ISM) Centennial 2020**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p><u>Cultural Entertainment Package</u></p> <p>Theme: Barrio Fiesta event Date: 07 January 2020 Time: 1800H-2200H Venue: ISM Elementary School, Taguig (outdoor) Participants: 500-600 pax</p> <p><u>Entertainment Package Requirements</u></p> <p>A. Two (2) sets of dance performance (20mins each), showcasing the festivity of the Philippines (with guest participation); Organizer shall provide a simple outdoor stage</p> <ul style="list-style-type: none"> ▪ The presentation should feature traditional Filipino music, songs and dances ▪ The presentation should be fit for an international audience, and have lively cultural music and dances that encourage audience interaction ▪ The Cultural Entertainment Provider must be flexible in dividing the show into sets as deemed fit in the program ▪ Cultural Entertainment Provider should coordinate with the event organizer for the full entertainment plan and program scenario, to provide the appropriate/required production show 	250,000.00	250,000.00

	<p style="text-align: center;">performance</p> <p>B. The Cultural Entertainment Provider should submit a list of artists and repertoire of the show presentation</p> <p>C. The Cultural Entertainment Provider should document the show presentation in photo and video, for submission to TPB</p> <p><u>Other requirements</u></p> <ul style="list-style-type: none"> ▪ The Cultural Entertainment Provider shall provide for their own costumes and props necessary for the performance ▪ The Cultural Entertainment Provider should provide the meals, transportation and other miscellaneous requirements of the performers during the performance date ▪ Cultural Entertainment Provider should coordinate with the event organizer with regard to the technical requirements for the performance/performers such as the stage, lights and sounds, audiovisual, staging, emcee spiels, and other elements the show <p><u>Bidders Qualification</u></p> <ul style="list-style-type: none"> ▪ Must be Filipino-owned and operated, and a legally registered Performing Group Provider under Philippine laws. ▪ Must have a minimum of two (2) years of experience in providing local artists/performers for small to medium scale events ▪ Must have a wide network of talent contacts, i.e. various performers of music, songs and dances ranging from folk, ballroom, modern and contemporary genres ▪ Must have expertise in conceptualization and direction of performance in all fields of cultural dances 		
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	<ul style="list-style-type: none"> ▪ Must have handled at least three (3) government projects/events <p>Attached is the Terms of Reference for complete details.</p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP250,000.00 inclusive of service charge and all applicable taxes		

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