

Request for Quotation

13 February 2020

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

Quotation No. TPB-PR.2020.02.066

PR 2.027 IPD ASPAC / 10 Feb. 2020

Requirements : **EVENT ORGANIZING SERVICES**

Project: **ASIA DIVE EXPO (ADEX) 2020**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p style="text-align: center;">Terms of Reference for Event Management Company</p> <p style="text-align: center;">Asia Dive Expo (ADEX) 2020 Suntec Singapore Convention & Exhibition Centre 17-19 April 2020</p> <p>BACKGROUND:</p> <p>A must-attend event for anyone interested or involved in the world of diving, the event has seen a continuous increase in visitors over the past few years, with ADEX 2019 attracting a total of 60,590 visitors over four days with the breakdown as follows: 40,119 consumers and 20,471 trade visitors. The local Singaporean visitors were 37,486 while the foreign visitors were 23,104. The total exhibitors were 265 and total number of booths were 393.</p> <p>The Philippines has been successfully participating in ADEX due to its wide range of opportunities for Philippine tourism and our</p>	Php255,150.00	Php255,150.00

participating private sectors. The target groups of ADEX as a whole are the buyers and trade delegates who are working in the diving industry and other related water sports activities searching for business opportunities in Asia and sellers from all over the world. The Philippine pavilion's booth size will be 90 sqm (10 booths; 1 of which is complimentary).

In view of the above, the TPB is in need of an event management company that could provide services based on the following specifications.

A. SPECIFICATIONS:

Requirements :

- (1) Facilitation of activities in the Philippine Booth during the event for 3 days
- (2) Provision of support and coordination assistance in the arrangements and requirements of the TPB for its successful participation in this event
- (3) Provision of professional services prior and during the event proper
- (4) Sourcing of suppliers for the following services, once appointed as winning bidder:
 - In-booth activities, as needed
 - Supplier of giveaways, as needed
 - Printing of flyers/brochures, as needed
- (5) Facilitation of ad placements for the event with the official media partner of ADEX, as needed
- (6) Coordination with the booth contractor for all the requirements of the Philippine pavilion, ensure all necessary forms are completed with the organizer (Event Management Company should supervise the start of the booth set-up in the event hall) and settlement of payment to the booth contractor for their services
- (7) Photo documentation of the whole event, including actual booth design, participants, and all activities in the event.

	<p>Date/Venue : 17-19 April 2020 Suntec Singapore Convention & Exhibition Centre</p> <p>Time : 10:00H - 19:00H (exhibition hours)</p> <p>*NOTE: Manpower should be at the venue 1 hour before the opening time on 17-19 April and during set-up on 16 April 2020; and should attend to the packing up of the booth on the last event day.</p> <p>B. INCLUSIONS:</p> <ol style="list-style-type: none"> 1. Professional fees/allowances of the manpower to be provided onsite; 2. Expenses for the preparation and implementation of the event; 3. Event management and on-site supervision and technical support; 4. Bank charges and other fees; 5. Administrative costs; and 6. Miscellaneous expenses <p>C. APPROVED BUDGET:</p> <p>FOUR THOUSAN SEVEN HUNDRED TWENTY-FIVE US DOLLARS (USD 4,725.00) to cover all applicable taxes.</p> <p>For particulars please contact Ms. Monica Sta Ana at telephone numbers 8525 9318 loc. 290 and email address monica_staana@tpb.gov.ph</p>		
Terms	30 days upon receipt of invoice		
ABC	Php255,150.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **20 February 2020** thru email at soc_torres@tpb.gov.ph or thru fax no. 02 526-5971, 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.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person	SOCRATES G. TORRES
Contact No	525-93-18 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. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement
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