

**Request for Quotation**

**4 February 2020**

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

Quotation No. **TPB-RFQ 2020-02-051**

PR No. **1.070**

**Project Title:** Internationale Tourismus Borse (ITB) Berlin, Germany 2020

**Requirements:** Entertainment Company

Qty	Particulars	Estimated Cost
Lot 1	<p>Entertainment Company for Internationale Tourismus Borse (ITB) Berlin, Germany 2020</p> <p><b>BACKGROUND</b></p> <p>The Philippine Department of Tourism (DOT), through its marketing and implementing arm, the Tourism Promotions Board (TPB) Philippines, will be participating once again in one of the world’s largest travel and tourism show, the Internationale Tourismus Borsē (ITB) to be held in Berlin, Germany on 06-10 March 2019.</p> <p>The Department of Tourism (DOT) and the Tourism Promotions Board (TPB) will be featuring the best of Philippine cuisine and gastronomy, unique artisanship, live cultural entertainment performances; and curated championship coffee experience; all these to complement our marketing and promotions brand campaign.</p> <p>Hence, the services of an entertainment company are invaluable to conceptualize and curate the over-all scenario in the Philippines stand.</p> <p><b>A – SCOPE OF SERVICES:</b></p> <p>Through this activity, the following objectives will be met:</p> <ol style="list-style-type: none"> <li>1. Conceptualize animator scenario in the Philippines stand;</li> <li>2. Full production and management/direction of the entire program (program concept and flow, intro spiels, front act, and themed performance and all other components necessary to completely execute the concept.</li> <li>3. Capable to line-up a list of animators, performers and secure engagement with them.</li> <li>4. Provision of live musical performances with maximum of 3 performers. Performers must include a live band featuring traditional and folklore music during the ITB Berlin on 4-8 March 2020, maximum of 2 sets of performances per day.</li> </ol> <p>Date/Venue:</p> <ol style="list-style-type: none"> <li>a. 4-8 March 2020    Venue: Messe Berlin, Germany</li> </ol>	PhP844,800.00

	<p>b. Length of show 45 minutes music/entertainment until the end of the event</p> <p>c. Guidelines</p> <ul style="list-style-type: none"> <li>• The music genre and dance performances should be fit for an international audience;</li> </ul> <p>Package Inclusions</p> <p>a. Professional fee of the Director/Stage Manager</p> <p>b. Production management and on-site supervision and technical support</p> <p>c. Continuity script and intro spiels</p> <p>d. Rehearsals, studio rental costs, and production meeting costs</p> <p>e. Costumes and musical instruments, props, paraphernalia, gadgets, tools, fabrics, and all necessary equipment and all materials required by the performers/band members, in showcasing their talent and skill during the event.</p> <p><b>B – TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Must be a Filipino owned, operated and legally registered entertainment Company under Philippine laws or a government agency mandated to promote Philippine arts and culture;</li> <li>2. A list of the performers’ repertoire should be submitted to the Project Officer/s at least a week prior departure to Berlin</li> <li>3. Must have a valid passports and Schengen visa</li> <li>4. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);</li> <li>5. The entertainment company must have minimum of 2 years’ experience in packaging entertainment programs for large-scale events and world-class entertainment productions featuring Filipino artists and talents;</li> <li>6. Willing to provide services on “send-bill” arrangement.</li> </ol> <p><b>C – BUDGET</b></p> <p>Total estimated budget for the above-mentioned is <b>PHP844,800.00</b> inclusive of VAT and other charges</p> <p><b>D – TRANSPORTATION REQUIREMENTS (BUS):</b></p> <p>100% Upon completion and acceptance of the representatives of Tourism Promotions Board.</p> <p>For particulars please contact Mr. Michael Malonda at telephone numbers 525 9318 loc. 287 and email address: michael_malonda@tpb.gov.ph and/or malonda_michael@yahoo.com</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after the receipt of the approved Purchase Order (P.O)	
ABC	<b>PHP844,800.00</b> inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 12:00 noon on **10 February 2020, in a sealed envelope**, 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.

**Sgd.**

**ELOISA A. ROMERO**

Administrative Officer V

Procurement and General Services Division

Contact Person

**FARHAN M. AMBIONG**

Contact No

8 525-9318 local 268

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 Certificates (valid)*
2. *Business or Mayor`s Permit/Certification (valid)*
3. *Annual Income Tax Return (2019)*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership (valid)*
6. *Notarized Omnibus Sworn Statement*



Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued], [place issued]*

IBP No. \_\_\_\_\_ *[date issued], [place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_