

## Request for Quotation

**20 July 2020**

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

Quotation No. **TPB-RFQ 2020-07-212**

PR No. **7.020**

**Project Title:** 19<sup>th</sup> Philippine Travel Exchange (PHITEX) Virtual Edition

**Requirements:** Services of a Production House

Unit	Particulars	Unit Cost	Total Cost
1	<p style="text-align: center;"><b>Services of a Production House for the 19<sup>th</sup> Philippine Travel Exchange (PHITEX) Virtual Edition on 22 – 24 September 2020</b></p> <p style="text-align: center;"><b>TERMS OF REFERENCE</b> (Services of a Production House for the Opening and Closing Ceremonies) (as of 17 July 2020)</p> <p><b>Background:</b></p> <p>The Philippine Travel Exchange (PHITEX) is the largest government-organized travel trade event in the country. Conceived in 1996 as a cost-effective tool in promoting the Philippines and significantly growing inbound tourism, the annual travel event hosts qualified international buyers to meet with accredited Philippine tourism suppliers via one-on-one, table-top business appointment sessions. Another key component is the pre- and post-event tours wherein invited foreign participants are afforded a first-hand experience of the country's beauty and unique warmth of its people from a choice of its popular and emerging destinations.</p> <p>In addition to the event's business potential, educational seminars have been incorporated in the PHITEX program since 2006 for the private sector participants. The activity endeavors to enhance the sellers' marketing aptitudes in providing them with updates on target source markets, knowledge on promotional innovations, and awareness/information on the latest trends in the travel industry.</p> <p>Amidst the global crisis wrought by the CoVid19 pandemic, studies indicate that over 68% of business events worldwide have been cancelled or postponed causing considerable challenges to the travel industry.</p>	<p>PhP900,000 .00</p>	<p>PhP900,000 .00</p>

	<p>Among the current silver linings in jump starting tourism is digitization, using technology as an effective way in bringing the industry into the new normal. Thus, for the first time, TPB shall utilize this innovation in hosting PHITEX 2020 Virtual Edition. The new methods allow participants to experience new platforms in developing business connections and acquiring new skills while maximizing traceability in every registration, login, click, download and share.</p> <p>With this year’s theme “<b>PHITEX Pivots: Business UnUsual</b>” and as it gears toward the digital platform, TPB is in need of the services of a <i>Production House</i> who will conceptualize, implement and manage the Opening and Closing Ceremonies of the PHITEX 2020 and ensure the successful conduct of this virtual event by delivering the necessary physical and technical and other digital requirements.</p> <p><b>Scope of Services:</b></p> <p>The production house shall:</p> <ol style="list-style-type: none"> <li>1. Conceptualize the virtual entertainment plan, manage and implement the overall program scenario for the following activities: <ul style="list-style-type: none"> <li><b>A. OPENING CEREMONY</b> <ul style="list-style-type: none"> <li>• Date: 23 September 2020</li> <li>• Target audience: 100 local sellers and 100 foreign buyers</li> <li>• Concept/Theme: “<b>PHITEX Pivots: Business UnUsual</b>”</li> </ul> </li> </ul> </li> </ol> <p>Proposed program sequence:</p> <ul style="list-style-type: none"> <li>• 8:30 am: Invocation</li> <li>• 8:32 am: Philippine National Anthem</li> <li>• 8:35 am: Opening Remarks (COO MAVVA) Keynote Message (SBRP) Inspirational Message (PRRD)</li> <li>• 8:45 am: Virtual entertainment</li> <li>• 9:00 am: Start of Roundtable discussion</li> </ul> <p><b>ENTERTAINMENT BREAKS / VIRTUAL SOCIAL FUNCTIONS</b></p> <p>Date: 23-24 September 2020 Target audience: 100 local sellers and 100 foreign buyers</p> <p>Proposed program sequence:</p> <ul style="list-style-type: none"> <li>• 10:15 am – 10:30 am: virtual am break</li> <li>• 12:00 pm – 12:30 pm: virtual lunch</li> <li>• 3:00 pm – 3:15 pm: virtual pm break</li> <li>• 6:00 pm – 6:30 pm: virtual dinner</li> </ul>		
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	<p><b>CLOSING AND AWARDING CEREMONIES FOR TOP-RATING BUYERS AND SELLERS</b></p> <ul style="list-style-type: none"> <li>• Date: 24 September 202</li> <li>• Target audience: 100 local sellers and 100 foreign buyers</li> </ul> <p>Proposed program sequence:</p> <ul style="list-style-type: none"> <li>• 6:00 pm: Awarding of top-rating buyers and sellers</li> <li>• 6:15 pm: Closing Remarks</li> <li>• 6:20 pm: Virtual entertainment</li> <li>• 6:30 pm: End of program</li> </ul> <p>2. Recommend to TPB the best artists and performers using local talents from different regions to perform for the 3 activities (possibly different performers per activity) in keeping with the overall conceptual approach and as approved by TPB. Performers may include but not limited to: choir, singer/s dances or festival dances, etc.</p> <p>3. Create a Production Team to coordinate, oversee the light, sound, audio-visual, scenery, technical requirements, staging, choreography and other elements and requirements of the show for pre-production activities, rehearsals and performances. The Production Team shall source the necessary artists, technical practitioners, etc. to develop and stage their respective performance/s which may include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Technical Director</li> <li>• Production Manager</li> <li>• Stage Manager</li> <li>• Stage Designer</li> <li>• Choreographer</li> <li>• Lighting Director</li> <li>• Multi-Media Arts Designer</li> <li>• Sound Engineer</li> <li>• Video Director</li> </ul> <p>4. Prepare the program scenario and script to include the spiel of the emcee/voice over;</p> <p>5. Produce and execute the shooting and pre-recording of performances;</p> <p>6. Coordinate with the TPB officers to secure recordings of the messages of key officials for the Opening/Closing and Awarding Ceremonies;</p> <p>7. Coordinate with the platform developer for the proper airing of the recordings in accordance with the program sequence;</p>		
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8. Final dry run/technical check of the virtual program scenario to be presented for final approval of TPB at least 1 week before the event;

9. Submit end reports, recordings of the activities, videos, photos, etc. to TPB after the event.

**NOTE:** ANY DEVIATIONS/CHANGES TO BE MADE/IMPLEMENTED IN THE DELIVERABLES LISTED IN THE SCOPE OF SERVICES WILL BE SUBJECT TO THE APPROVAL OF TPB AS LONG AS WITHIN THE ABC.

**Eligibility Requirements:**

1. Must be a Filipino owned, operated and legally registered Production House under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
3. Production House team members must have a minimum of three (3) years of experience in organizing large-scale events and world-class entertainment productions featuring Filipino artists and talents; must submit a list of large-scale international and local events handled in the past and list of current ongoing/forthcoming projects.
4. Accepts send-bill arrangement.

**Additional Requirements:**

Bidders will be required to make a presentation (maximum of 15 minutes) of their Planned Approach. The winning bid must attain a hurdle rate of 80% based on the following set of selection criteria with their corresponding weight assignment.

**Criteria for Evaluation:**

Proposal	Weight
Technical Proposal	80%
Financial Proposal	20%

**Rating Guide for Technical Proposal:**

*Note: Please see the attached Terms of Reference.*

**Approved Budget for the Contract:**

Approved Budget for the Contract (ABC) is **NINE HUNDRED THOUSAND PESOS (PHP900,000.00)** inclusive of all applicable fees and taxes.

	<p><b>Terms of Payment:</b></p> <table border="1"> <thead> <tr> <th data-bbox="247 271 491 338">Amount</th> <th data-bbox="491 271 1090 338">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="247 338 491 517"> <b>35%</b>                      (1<sup>st</sup> progress payment)                 </td> <td data-bbox="491 338 1090 517">                     Upon submission, presentation, and approval of a detailed program concept                 </td> </tr> <tr> <td data-bbox="247 517 491 696"> <b>25%</b>                      (2<sup>nd</sup> progress payment)                 </td> <td data-bbox="491 517 1090 696">                     Upon submission and approval of program script, flow, and set-up requirements                 </td> </tr> <tr> <td data-bbox="247 696 491 875"> <b>25%</b>                      (3<sup>rd</sup> progress payment)                 </td> <td data-bbox="491 696 1090 875">                     Upon presentation and approval of final dry run/tech check                 </td> </tr> <tr> <td data-bbox="247 875 491 1066"> <b>15%</b>                      (4<sup>th</sup> progress payment)                 </td> <td data-bbox="491 875 1090 1066">                     Upon completion and satisfactory performance of services and submission of deliverables such as end reports, recordings of the activities, videos, photos.                 </td> </tr> </tbody> </table> <p><b>Additional Information:</b></p> <p>The cost of items in the bid should be broken down. The winning bid shall be determined <b>based on the quality of the proposal with the most advantageous financial package cost</b>, provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at time and place specified in the request for quotation (RFQ).</p> <p>Contact Person:                  Name : Wendy A. Fajardo                  Designation : Operations Committee                  Contact Number : 0919 855 0095 / 0995 593 4480                  Email address : wendy_fajardo@tpb.gov.ph</p> <p style="text-align: center;"><b>*** Nothing Follows ***</b></p>	Amount	Deliverables	<b>35%</b> (1 <sup>st</sup> progress payment)	Upon submission, presentation, and approval of a detailed program concept	<b>25%</b> (2 <sup>nd</sup> progress payment)	Upon submission and approval of program script, flow, and set-up requirements	<b>25%</b> (3 <sup>rd</sup> progress payment)	Upon presentation and approval of final dry run/tech check	<b>15%</b> (4 <sup>th</sup> progress payment)	Upon completion and satisfactory performance of services and submission of deliverables such as end reports, recordings of the activities, videos, photos.		
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Terms	30 days upon receipt of invoice												
Delivery	15 days or right after the receipt of the approved Purchase Order (P.O)												
ABC	<b>PhP900,000.00</b> inclusive of all applicable taxes												

The last day for submission of **quotation** is not later than 12:00 noon on **28 July 2020, thru e-mail at farhan\_ambiong@tpb.gov.ph**, 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. *Tax Clearance/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 \_\_\_\_\_