

Request for Quotation

27 August 2020

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

Quotation No. **TPB-RFQ 2020-08-246**

PR No. **8.012**

Project Title: 6th Regional Travel Fair (RTF) Virtual Edition on 12 – 15 November 2020

Requirements: Services of an Event Management Company

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p align="center">Services of an Event Management Company for the 6th Regional Travel Fair (RTF) Virtual Edition on 12 – 15 November 2020</p> <p>Background:</p> <p>For the first time, TPB shall conduct the Virtual Edition of the Regional Travel Fair (RTF) Virtual Edition. This online exhibition shall provide an opportunity to experience innovative ways of developing new business connections and update local industry partners with the latest Philippine tourism offerings. It can also maximize trackability where every registration, login, click, download and share, and another event tracking functionality has become easier than ever.</p> <p>All the components of the program (Tourism Forum, B2B, and B2C) will be done online to conform to the health and safety guidelines and protocols of the government. The program will be participated in by local industry partners aiming to sell their respective domestic tour packages to the public on a live digital platform.</p> <p>This is one of TPB’s efforts to provide tourism stakeholders a platform to transact business and sell domestic tour packages online to gradually bounce back from the hardest-hit industry by the recent COVID-19 pandemic crisis.</p> <p>Objectives:</p> <p>The event aims to regain public interest to travel domestically following the new norms in travel. To increase again, the volume of domestic travelers as well as domestic tourism expenditure through the selling of different tour packages that will encourage tourists to travel locally. Aside from the economic benefits to our country, the event enhances efforts to combat seasonality and increase the level of the culture of tourism/travel among Filipinos.</p> <p>Components of 6th Regional Travel Fair (RTF) Virtual and Online Edition:</p>	PhP970,000 .00	PhP970,000 .00

	<p>A. Tourism Forum (Webinar) 12 November 2020</p> <p>The Tourism Forum is focused on educating tourism stakeholders which aims to update the knowledge and enhance the understanding of the following topics:</p> <p>(500 participants composed of Sellers, Buyers)</p> <ul style="list-style-type: none"> - Participants’ orientation/familiarization on technical know-how on Virtual B2B and B2C engagement. - Tourism Entrepreneurship in the New Normal (Tentative Topic) <p>B. Travel Exchange (TRAVEX)/(B2B) 12-13 November 2020</p> <p>TPB will conduct Business-to-Business virtual discussions between participating Buyers and Sellers. This aims to generate direct sales and business leads, renew business deals, and give them the opportunity to network and meet new business partners.</p> <p>C. Business-to-Consumer (B2C) 12-15 November 2020</p> <p>It is a consumer expo to be participated in by invited exhibitors composed of domestic travel tour operators and travel agents, domestic hotels and resorts, destination management companies, domestic airlines, etc. The idea is to challenge exhibitors to become more productive by selling exclusive domestic and affordable tour packages to the consumers.</p> <p>Scope of Services and Deliverables:</p> <p>A. Tourism Forum (Webinar)</p> <ol style="list-style-type: none"> 1. Conceptualize, implement, and manage at least three (3) webinars and three (3) interviews. Topics for discussion may include: <ul style="list-style-type: none"> ✓ Topic : R- “Regional Tourism Updates” ✓ Topic : T – “Travel and Tourism Entrepreneurship in the Normal” ✓ Topic : F- (to be advised) 2. Coordination with the Domestic Promotions in the finalization of topics and appropriate speakers (maximum of 4) 3. Invite and confirm speakers, and provision of tokens and professional fees 4. Provide at least one (1) Foreign and two (2) Local Speakers 5. Engage the services of a moderator to introduce speakers and to facilitate Q&A and synthesis 6. Conduct dry – run of the program at least 5 days before the actual date of the event. 7. Ensure presentation, and recorded materials are submitted ten (10) days before the event. 8. Conduct interviews should include key tourism players for current updates on their strategies and action plans for Domestic Tourism Recovery Program: <ol style="list-style-type: none"> a. Atty. Anthonette Velasco-Allones, TPB COO b. Undersecretary Arturo P. Boncato, DOT TRCRG c. Sec. Bernadette Romulo- Puyat, DOT 		
--	---	--	--

	<p>9. Submission of video recording and post-event report</p> <p>B. Travel Exchange (TRAVEX)/(B2B)</p> <ol style="list-style-type: none"> 1. Conceptualize, implement, and manage the event plan/program for the B2B. 2. Provide the services of a moderator during the B2B <p>C. Business-to-Consumer (B2C) Provide Emcee or Host for the following:</p> <ul style="list-style-type: none"> • Opening and closing receptions to be featured in FB Live /Youtube <ul style="list-style-type: none"> ➤ Opening of the RTF ➤ Welcome Remarks ➤ Message ➤ Entertainment ➤ Closing of RTF ➤ Closing Remarks <ol style="list-style-type: none"> 3. Conceptualize, implement and manage the event plan /program of a maximum of ten (10) live shows or video for the entertainment such as cooking demo, song, and dance, etc. as intermission during the consumer show to be approved by TPB Secretariat. (Inclusive of talent fees and other logistic requirements. Inclusion of one (1) production number for the Opening Ceremony of RTF.) 4. Ensure the sixteen (16) DOT Regions' presentation and recorded materials are submitted ten (10) days before the event. 5. For the on-line selling of weaver's products to be displayed during the B2C: <ol style="list-style-type: none"> a. Video of featured local communities of traditional embroidery and weaving during the consumer show. b. Photos of items to be shown for the e-Commerce platform c. Engage the services of featured local weavers and embroiderers as follows: <ul style="list-style-type: none"> • Lumban, Laguna Embroiderer • Maragondon, Cavite Weavers • Southern Palawan Weavers • Kiangnan, Benguet Weavers d. Inclusive of talent fees and other logistic requirements e. Brief description/history of their crafts 6. The above-mentioned deliverables will be featured in the virtual platform of the Regional Travel Fair. 7. Close coordination with RTF technical team. <p>Qualifications of Bidder:</p> <ul style="list-style-type: none"> • Bidders must have been in operation as an EMC/event organizer for at least five (5) years. 		
--	---	--	--

- Bidder must have at least three (3) years of experience in event management/event organizing.
 - Bidder must have had at least three (3) projects hosting online Virtual Events (B2B/B2C).
 - Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs:
 - Project Manager
 - Creative Director/Writer
 - Technical Director
 - Technical Support Team
- *Note:** Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.
- **Bidder must be able to make a presentation (maximum of 20 minutes) of their Plan Approach.**

Eligibility Requirements:

- a. Must be duly registered with the Philippine Government Electronic Procurement System (PHILGEPS);
- b. Company Profile and Technical Proposal
- c. Valid Mayor’s permit / Business Permit
- d. Income / Business Tax Return
- e. Notarized Omnibus Sworn Statement
- f. Company profile

A. Rating Guide for Technical Proposal

Technical Bid/Proposal Criteria and Rating 80%

CRITERIA	WEIGHT %
I. Quality of Personnel to be assigned to the Project	20%
1.1 Required qualifications and experience of the following key personnel in organizing B2B/B2C events: <ol style="list-style-type: none"> a. Project Manager b. Creative Director/Writer c. Technical Director d. Technical Support Team <p><i>Covering the suitability of the key staff to perform the duties of the particular assignment and general qualifications and competence including education and training of the key staff and similar projects handled by personnel (based on submitted CVs)</i></p> <p>Key personnel involved in the project must have:</p> <ol style="list-style-type: none"> A. Project Manager <ul style="list-style-type: none"> • With three (3) years or more of relevant experience (5%) • With less than three (3) years of relevant experience (0%) B. Creative Director/Writer <ul style="list-style-type: none"> • With three (3) years or more of relevant experience (5%) • With less than three (3) years of relevant experience (0%) C. Technical Director <ul style="list-style-type: none"> • With three (3) years or more of relevant experience (5%) • With less than three (3) years of relevant experience (0%) D. Technical Support Team <ul style="list-style-type: none"> • With three (3) years or more of relevant experience (5%) • With less than three (3) years of relevant experience (0%) 	

CRITERIA	WEIGHT %
II. Firm Experience and Capability	30%
<ul style="list-style-type: none"> • Bidders must have been in operation as an EMC/event organizer for at least five (5) years (10%) • Bidder must have at least three (3) years of experience in event management/event organizing (10%) • Bidder must have had at least three (3) projects hosting online Virtual Events (B2B/B2C) (10%) 	
III. Plan of Approach and Methodology	50%
<ul style="list-style-type: none"> • Proposed Program Scenario for the 4-day activities of RTF (10%) • Line-up of entertainers (10%) • Creativity and innovativeness of the plan of approach (10%) • Creativeness and adherence to the design objectives (10%) • Feasibility of the planned execution of the overall scope of work (10%) 	
TOTAL	100%

Approved Budget for the Contract (ABC):

Approved Budget for the Contract is **NINE HUNDRED SEVENTY THOUSAND PESOS (PHP970,000.00)** only, inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, 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).

Terms of Payment:

The payment will be on the send-bill arrangement. The full payment will be upon completion of the requirements stipulated in the technical specifications.

The supplier must have a Landbank account. Payment will be made through the LBP bank deposit. In case the supplier does not have a Landbank account, the supplier will shoulder bank charges.

Project Officers/Contact Persons:

MICHELLE ALCANTARA or MARK NICOLE EVANGELISTA
 Domestic Promotions Department
 Email address: michelle_alcantara@tpb.gov.ph
/nicole_evangelista@tpb.gov.ph
 / Tel. No: 8525-1255 / 8525-9318 local 268

Terms	30 days upon receipt of invoice
Delivery	12 – 15 November 2020 or upon advice of the project implementation.
ABC	PHP970,000.00 inclusive of all applicable taxes

The last day for submission of **quotation with the legal and eligibility documents** is not later than 12:00 noon on **3 September 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.



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

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 _____