

Request for Quotation

5 October 2020

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

Quotation No. **TPB-RFQ 2020-10-312**

PR No. 10.002

Project Title: Travel Bingo Challenge in October – December 2020

Requirements: Event Management Company

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p>Event Management Company for the implementation of Travel Bingo Challenge in October – December 2020</p> <p>TERMS OF REFERENCE (as of September 24 2020)</p> <p>Background:</p> <p>The digital revolution has led to the emergence of the concept of smart destinations in which knowledge and information are accessible to all stakeholders, facilitating them to carry our continuous innovation of their activities as much as possible. Without using digital technologies to enable adequate public-private consumer collaboration, it is almost impossible to achieve a thriving market of destinations’ geographical attributes.</p> <p>New technologies such as social, mobile technology, and gaming provide technological tools for developing such experiences. According to the World Travel Market Report, ‘gamification’ is a significant trend for the coming years in tourism, which will appeal to consumers across all age demographics.</p> <p>Digital technology is re-shaping the entire marketing mix. In terms of game-based marketing, the product is known as “virtual experiential marketing.” Adapting to smart destination marketing, the Tourism Promotions Board (TPB) considers Travel Bingo Challenge as an interactive game-based tourism marketing tool. The primary motivation to play a tourism game is to gain practical information about the destination and socialize with other people. This activity will reflect a mixture of tourist needs and motivations. Players will start with basic information seeking, but they will seek more challenging and achieving elements that reflect some of the gameplay’s intrinsic motivation when they get to experience the game.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. To build a positive image of the country’s existing and emerging destinations. 2. To generate a higher public and consumer engagement by introducing various tourism sites and attractions virtually in a more fun and informative way. 3. To guide the consumers to plan their future domestic travel. 4. To instill among the game participants and the viewing public a sense of a “Pride of Place.” 	PhP950,000 .00	PhP950,000 .00

Target Audience/Viewers:

1. Bingo enthusiasts
2. Generation X, Y, and Z

The Travel Bingo Challenge has seventeen (17) episodes. There will be a maximum of 150 players per game who will be given a maximum of 45 minutes to play except for the FINAL BINGO Game.

Dates:

Please refer to the attached Terms of Reference (TOR) for the schedule of the Travel Bingo Challenge games to commence in the second week of November 2020.

Scope of Works:

- a. Conduct of pre-publicity and promotion of the “Travel Bingo Challenge”
 - Virtual media launch
 - Distribution of press releases
 - Posting to social media platforms
 - FaceBook ad (boosting conversion) within the Philippines.
- b. Conceptualize the mechanics of the “Travel Bingo Challenge’:
 - Formulate a process in registering, screening, and accepting interested players by designing an e- registration form and by using a QR Code.
 - Manage a database of online registration.
 - Provide three (3) E-Bingo cards per player, and each card will be played based on the assigned episode indicated in the card.
 - Produce a required number of e-bingo cards for the duration of the Bingo program. The front side of the e-card frame corresponds to the assigned number of the e-card frame. However, the flip or backside of the card frame carries images of various Philippine tourism attractions.
 - Produce the e-Mother Bingo Board carrying all numbered frames. Each frame has a corresponding image of the Philippine tourist destinations in which the Bingo Master will cite the short description or trivia.
- c. Conduct actual implementation of the seventeen (17) episodes using platforms dedicated to the players (zoom) and FB live streaming for public viewers compatible with video, voice, content sharing, and chat that runs across mobile devices and desktops.
 - Allows use of the platform for more than 2 hours.
 - It allows a maximum of 500 users per game.
- d. Provision of professionals/talents
 - E-Bingo Game Master or celebrity host
 - Voice Over talent
- e. Secure and register the “Travel Bingo Challenge” game with the Board of Investment of the Department of Trade and Industry (DTI).
- f. Provision of the script based on the approved Program.

Timeframe	Activity
15mins	Host accepts all 150 valid players
2mins	Message from the Department of Tourism Regional Director or Officer-in-Charge (featured destination)

<p>3 mins</p>	<p>Options:</p> <ul style="list-style-type: none"> - Playback DOT "Wake Up in the Philippines" - Playback DOT Regional AVP - Playback RTF AVP - Game Rules /Announcement/Reminder 		
<p>20 mins</p>	<p>Game Proper</p> <ul style="list-style-type: none"> - Awarding of Prizes - End of Game - Announcement of Next Episode and Game number 		

g. Document and record the overall proceeding per episode.
 h. Provision of all technical requirements for the conduct of the E-Bingo Game
 i. Provide ice breakers (quick survey, playback of AVPs, announcement, etc.)
 j. Develop an online survey/evaluation of the game and submit a statistical report and analysis based on the result, including the viewers' comments/feedback.
 k. Bidders must be able to make a presentation (maximum of 20 minutes) of their Plan Approach.
 l. Provision of mobile load
 For 6 episodes /1 launching (Smart Prepaid card) / 1 (Globe Prepaid card) for 4 Months
 m. Send travel voucher and TPB gift to all winner via courier service (nationwide)

Service provider to submit:

a. Concept and mechanics of the "Travel Bingo Challenge."
 b. Samples of creative ads/graphics
 c. Database of players

Tourism Promotions Board to provide:

a. The suggested list of E-Bingo Master
 b. Authorized to release prize to winners
 c. Invite Department of Tourism Regional Directors for Opening Message

Additional Eligibility Requirements:

a. Must have a professional track record in handling online and offline events for six months.
 b. Must have handled at least three (3) online events or web conferences.
 c. Must have handled at least two (2) tourism-related projects/events.

Approved Budget for the Contract (ABC):

The Approved Budget for the Contract is **NINE HUNDRED FIFTY THOUSAND PESOS ONLY (PHP 950,000.00)**, 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 a time and place specified in the request for quotation (RFQ).

Terms of Payment:

Please refer to the attached Terms of Reference (TOR) for more information.

	*** Nothing Follows ***		
Terms	Please refer to the VIII - Terms of Payment of the Terms of Reference (TOR).		
Delivery	October, November and December 2020		
ABC	Php950,000.00 inclusive of all applicable taxes		

The last day for submission of **quotation** is not later than 12:00 noon on **9 October 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 (2020)*
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 _____