

Request for Quotation

16 October 2020

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

Quotation No. **TPB-RFQ 2020-10-331**

PR No. 9.034 2nd Posting

Project Title: Philippine MICE Conference Virtual Edition (MICECONline) on 26 – 30 October 2020

Requirements: Services for Speakers Management

Unit	Particulars	Unit Cost	Total Cost
<p>Lot 1</p>	<p>Services for Speakers Management for the Philippine MICE Conference Virtual Edition (MICECONline) on 26 – 30 October 2020</p> <p style="text-align: center;">TERMS OF REFERENCE (as of September 24 2020)</p> <p>Background:</p> <p>Organized by the Tourism Promotions Board (TPB), a government corporation under the Philippine Department of Tourism (PDOT), The Philippine M.I.C.E. Conference (MICECON), the country's premier gathering for professionals in the meetings, incentive travel, conventions, and exhibitions (MICE) industry, will shift its 7th edition into a virtual space dubbed MICECONline on 26-30 October 2020.</p> <p>MICECONline – a virtual conference experience offers discussions on key issues and concerns affecting the industry. Online participants will still get to experience plenary and breakout rooms in a virtual environment. Each speaker will run their own presentation simultaneously with other conference topics. In the virtual breakout room, participants will be able to interact in real-time with speakers and peers.</p> <p>With the theme of “Future-ready M.I.C.E.: Renew, Reboot, Revitalize”, MICECONline will be offered free-of-charge to industry professionals within the private and public sectors and members of the academe, with topics focusing on business outlook/ forecasts, sales and marketing, professional development, sustainability, tourism recovery, and the New Normal, to be presented by local and global industry experts. MICECONline will likewise feature sectoral town halls to encourage participants to exchange knowledge and best practices, CSR activities, virtual exhibitions, and chat rooms within the platform.</p> <p>To ensure the smooth conduct of the MICECON virtual event, the TPB is in need of company that can manage and source international caliber presenters/speakers/moderators relevant to the topics of the MICECONline Conference Programme.</p> <p>Scope of Services:</p> <ul style="list-style-type: none"> ➤ Assist in securing six (6) - nine (9) international-caliber presenters/ speakers/ moderators whose subject expertise are relevant to the topics/issues that will be featured in the MICECONline. 	<p>PhP1,000,000.00</p>	<p>PhP1,000,000.00</p>

	<p>Presenters/Speakers/Moderators, are preferably thought leaders or an authority or has an in-depth knowledge of the MICE industry and its current state (i.e. association management, event and exhibition management, marketing, branding, media), technology and inspirational topics. To gain a global perspective on the sessions that will be tackled in the conference, the speakers will be from various regions (US, Europe and Asia-Pacific)</p> <ul style="list-style-type: none"> • Industry Professionals/ Professional Speakers invited in previous international MICE Conferences or Trade Shows with educational components should be a priority—to ensure relevance of the sessions to the MICE industry • TPB may recommend/ invite directly possible speakers for the event. TPB, as organizer of the event, may negotiate directly preferential rates to maximize the budget allotted for speaker fees. • Any recommended presenters/speakers/moderators will be subject to the approval of TPB. Quotations/ fee of recommended speakers should be disclosed to TPB. TPB reserves the right to re-negotiate with recommended speakers. • Once approved, the TPB, as the national organization recognized by international MICE associations/ organizations, will formally invite the vetted presenters/speakers/moderators. • The TPB, together with its Event Platform Technical team, shall provide speakers with their technical requirements during rehearsal and actual sessions. <p>Proposed Sessions in need of Industry Experts/ Professional Speakers (sessions are subject to change) but not limited to the following:</p> <ol style="list-style-type: none"> 1. Best Practices/ How to Approach Crisis Situations/ this Pandemic from an International Meetings Professional Perspective <p>*to provide global competitiveness to our local industry professionals, it is preferred if the Speaker be an international meetings industry veteran with experience in managing a Destination Marketing/Management Organization (DMO) to provide a broader perspective on the MICE industry. Speaker should preferably be an active member of international MICE Associations. Being featured as resource speaker in international MICE industry events is an advantage.</p> 2. Best Practice on How to Sell to International MICE Buyers during Crisis Situations/ this Pandemic <p>*to provide global competitiveness to our local industry professionals, it is preferred if the Speaker be an international meetings industry veteran with expertise in MICE Sales programs. Speaker should preferably be an active member of international MICE Associations. Being featured as resource speaker in international MICE industry events is an advantage.</p> 3. Best Practice on Marketing/ Branding Strategies during Crisis Situations/ this Pandemic <p>*to provide global competitiveness to our local industry professionals, it is preferred if the Speaker have an experience omnichannel solutions for global and regional (Asia-Pacific) brands. Being featured as resource speaker in international marketing events is an advantage.</p> 4. Best Practice on Sustainability in the tourism and international meetings industry <p>*to provide global competitiveness to our local industry professionals, it is preferred if the Speaker be an international meetings industry veteran to provide a broader perspective on the MICE industry. Speaker should preferably be a certified trainer and auditor for Green Destinations. Being featured as resource speaker in international MICE industry events is an advantage.</p> 		
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	<p>5. Best Practice on event design and innovations in the international meetings industry</p> <p>*to provide global competitiveness to our local industry professionals, it is preferred if the Speaker be an international meetings industry veteran to provide a broader perspective on the MICE industry. Speaker should preferably be an authority on the subject matter. Being featured as resource speaker in international MICE industry events is an advantage.</p> <p>6. International Motivational Speaker</p> <p>*to provide a memorable and greater impact to the attendees, it would be preferable for the Speaker to be an internationally recognized motivational speaker. Her core message/ advocacy should be in line with the overall theme of the event that evokes positivity and resilience.</p> <ul style="list-style-type: none"> ➤ Facilitate the payment of professional fees or other logistical expenses of approved presenters/speakers/moderators <ul style="list-style-type: none"> ✓ The company must have the capability to provide advance payments of professional fees to presenters/speakers/moderators in their preferred currency and mode of payment, as required ✓ The company must be able to pay remainder of professional fees within five working days after the speaker’s session ➤ Coordinate with approved presenters/speakers/moderators and provide the requirements from presenters/speakers/moderators <ul style="list-style-type: none"> ✓ To execute agreement with the TPB-approved Speakers ✓ Biodata/ profile and photo of the speaker for event promotion ✓ Presentation should be submitted prior to the Speaker’s technical rehearsal ✓ Arrange for the authorization of TPB to share the recorded/slide presentation to participants of MICECONline (within the event platform; up to a month after the event) ✓ Speakers Management Company should comply with the Philippine Data Privacy Act ➤ Assign a point person whom the TPB MICECONline Speakers Committee will coordinate with for this project <p>Eligibility Requirements:</p> <ul style="list-style-type: none"> ✓ Must be a Filipino-owned, operated and legally registered company/ event management company under Philippine laws, and at least in operation for at least one (1) year; and ✓ Must have an experience in handling corporate events or other similar events for at least one (1) year. <p>Proposed Schedule Activities:</p> <ul style="list-style-type: none"> ✓ 07 October 2020 Target completion of Presenters/ Speakers/ Moderators ✓ 09 October 2020 Start of Speakers Technical Rehearsal ✓ 26 October 2020 Start of MICECONline ✓ 30 October 2020 End of MICECONline <p>Approved Budget for the Contract (ABC):</p> <p>The Approved Budget for the Contract (ABC) is ONE MILLION PESOS (P1,000,000.00) inclusive of applicable taxes.</p>		
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	<ul style="list-style-type: none"> ✓ The bid amount shall include the total amount of professional fees, management fees and applicable taxes. Allocation for Speakers Professional Fees should not be lower than Php750,000.00 ✓ Accepts send-bill arrangement. Billing should be based on the actual cost of the Professional Fees paid to the Speaker but should not exceed the contract price. <p>Terms of Payment:</p> <p>Send bill to the Tourism Promotions Board; Final payment in 30 days upon receipt of invoice, billing and/or other pertinent documents</p> <p>Contact Persons:</p> <p>For particulars, please contact the MICECONline 2020 Speakers Committee: Name : Jasmin B. Parra / Ms. Mary Ann Caramat Designation : Speakers Committee (MICECONline 2020) Email address : jas_parra@tpb.gov.ph / maryann_caramat@tpb.gov.ph</p> <p style="text-align: center;">*** Nothing Follows ***</p>		
Terms	30 days upon receipt of invoice.		
Delivery	26 – 30 October 2020 or subject for instructions of the End-user.		
ABC	PhP1,000,000.00 inclusive of all applicable taxes		

The last day for submission of **quotation** is not later than 10:00 a.m. on **21 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 _____