

Request for Quotation

08 October 2020

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

Quotation No. **TPB-RFQ 2020-10-321**

PR No. 9.046

Project Title: Motorcycle Tourism (Motourism) in November 2020 & March 2021

Requirements: Services of an Event Management Company

| Unit | Particulars | Unit Cost | Total Cost |
|--------------|--|----------------------|----------------------|
| Lot 1 | <p>Services of an Event Management Company for Motorcycle Tourism (Motourism) in November 2020 & March 2021</p> <p>TERMS OF REFERENCE (as of October 1, 2020)</p> <p>Background:</p> <p>The Tourism Promotions Board (TPB), in collaboration with the Department of Tourism (DOT) and various motorcycle rider clubs and associations in the Philippines, will embark on its first nationwide Motorcycle Tourism Caravan (MOTOURISM) from November 2020 – March 2021. The conduct of MOTOURISMO aims to help rebuild the confidence of the traveling public to travel domestically and eventually for the tourism industry to bounce back from the negative impact of the recent COVID-19 pandemic crisis. This further aims to tap motor riders as domestic tourism ambassadors who will help promote the Philippines as a fun and diverse country.</p> <p>This sports tourism project shall be conducted in phases that shall cover the country's three main islands, Luzon, Visayas, and Mindanao:</p> <p>Phase 1 Luzon –</p> <ul style="list-style-type: none"> ➤ November 28 to December 2, 2020 Epic Ride – Northern Luzon Loop (Regions 1-3 and CAR) ➤ November 28, 2020 Micro Ride – Laguna Lake Loop ➤ November 28, 2020 MicroRide – Batangas – Cavite Loop <p>Phase 2 – November 28 to December 2, 2020</p> <ul style="list-style-type: none"> ➤ Western Visayas – Boracay Island, Iloilo City, Dumaguete City, and Bacolod <p>Phase 3 – March 6-11, 2021</p> <ul style="list-style-type: none"> ➤ Mindanao East Coast Loop (Cagayan de Oro, Valencia, Surigao, Koronadal, General Santos, Davao, Caraga) <p><i>**Subject to changes of dates and venue</i></p> <p>This phase will carry the TPB's domestic tourism campaign - perfect timing to create noise that will signal the country's tourism industry's gradual bouncing back after the COVID-19 pandemic crisis hardly hit it.</p> | PhP986,125.00 | PhP986,125.00 |

The Phase 1 group will kick start simultaneously at the Quirino Grandstand, Rizal Park, Manila, on 28 November 2020 as the launch of the MOTOURISM. This is the signal of the start-up of domestic tourism of the country, and TPB needs the services of an Event Management Company to implement the program on the following requirements.


| | SCOPE OF SERVICES | DELIVERABLES |
|----|---|--|
| A. | November 2020 – Motourism Webinar | |
| | Webinar for Road Safety Target Participants: 500-1000 Date: 21 November 2020 (Saturday) | <ol style="list-style-type: none"> 1. Conceptualize, implement and manage the half-day Seminar on Road Safety 2. Registration on-line and link for the participants 3. Invite and confirm speakers, and provision of tokens and professional fees Recommended Topics: <ol style="list-style-type: none"> a. "Road Safety under the New Normal" b. "Philippine Motorcycle Escapades" 4. Provide a moderator to introduce speakers and to facilitate Q&A and synthesis 5. Conduct a dry-run of the program at least two days before the event's actual date. 6. Ensure the presentation be submitted ten (10) days before the event for the technical rehearsal 7. Provide E-Certificate for the attendees 8. Conduct surveys and polls during and/or after the event. 9. Submit video recording and post-event reports after the event. 10. Simulcast the webinar through FB Live streaming. |
| B. | 28 November 2020 Kick-off Ceremony/Launching Programme | |
| | PRODUCTION TEAM | <ol style="list-style-type: none"> 1. In-charge of planning and execution of the kick-off ceremony on 28 November 2020. 2. Provision of production and technical team: (Director, Audio Visual, Music, Lights) <ol style="list-style-type: none"> 2.1 <u>Production Team</u>: Director and Production Staff and assistant 2.2 <u>Technicals</u> (Audio and Visuals) <ol style="list-style-type: none"> a. Script and sequence guide b. Professional Cameramen c. Technical Director and staff |

| | SCOPE OF SERVICES | DELIVERABLES | | |
|---|--|--|--|--|
| | B. 28 November 2020 Kick-off Ceremony/Launching Programme | | | |
| | PRODUCTION TEAM | 3. LIVE FEED (real-time videos screen fed as well as a simulcast through FB Live screening 4. All photos with high resolution and video files should be stored in an external drive to be turned-over to TPB after the event | | |
| | Sounds and Technical Requirements | <ul style="list-style-type: none"> • LED-wall set at least 9 x 12 feet • Monitor set-up with a video switcher • Lighting equipment • Audio-Video system • Photo wall for Photo • Opportunity of the participants • Stage and podium | | |
| | Event Launch Programme | 1. Provide Host/Emcee 2. Program Scenario <ul style="list-style-type: none"> - 0500H: Assembly - 0530H – 0630H: Registration /Breakfast (Distribution of Kits) - 07:30H: National Anthem - Invocation - Motourism program orientation and showing of videos of Philippine Destinations - Welcome remarks by DOT/TPB official - Motourismo ceremonial kick-off (firing of the gun to signal the start of rides) 3. Provide welcome live music for the participants, preferably a music on parade. | | |
| <p>Eligibility Requirements:</p> <ol style="list-style-type: none"> Must be duly registered with the Philippine Government Electronic Procurement System (PHILGEPS); Company Profile and Technical Proposal Valid Mayor's permit / Business Permit Income / Business Tax Return Omnibus Sworn Statement Company profile <p>A. Rating Guide for Technical Proposal</p> <p>Technical Bid/Proposal Criteria and Rating (Passing Rate is 80%)</p> <p>Note: Please refer to the attached Terms of Reference (TOR) for more information.</p> <p>Approved Budget for the Contract (ABC):</p> <p>The approved Budget for the Contract is Nine Hundred Eighty-Six Thousand One Hundred Twenty-Five Pesos Only (Php 986,125.00), inclusive of all applicable fees &</p> | | | | |

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|----------|--|--|--|
| | <p>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).</p> <p style="text-align: center;">*** Nothing Follows ***</p> | | |
| Terms | 30 days upon receipt of invoice. | | |
| Delivery | November 2020 – March 2021 | | |
| ABC | PhP986,125.00 inclusive of all applicable fees and taxes | | |

The last day for submission of **quotation** is not later than 12:00 noon on **14 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 authorized representative. Please address your quotation to the undersigned, Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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 _____