

Request for Quotation

September 3, 2021

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

Quotation No. TPB-PR.2021.09.331
PR No. 9.002 / Domestic Dept.

Requirements : SERVICE PROVIDER OF A HYBRID WEBINAR AND ENTERTAINMENT

Project Title : Philippine Motorcycle Tourism “Riders’ Webinar for Road Safety”

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>SCOPE OF WORKS/DELIVERABLES</p> <p>A. Duration: (Subject to change of date)</p> <p>a. October 23, 2021</p> <p>b. Within Metro Manila (TBA)</p> <p>B. TECHNICAL SPECIFICATION OF THE HYBRID WEBINAR</p> <p>a. Provide a virtual Conference platform or zoom platform or stream yard to conduct the webinar to accommodate the at least 500</p> <p>b. Hybrid webinar for the 100 motorcycle riders on site</p> <p>c. Invite and confirm speakers, inclusive of honorarium or professional fees.</p> <p>Recommended Topics:</p> <p>1. “Formula of Defensive Driving”</p> <p>2. “Group Ride 101”</p> <p>3. “Factors Affecting Safe Riding”</p> <p>d. Conduct a dry-run of the program at least</p>	1,000,000.00	1,000,000.00

	<p>two days before the event’s actual date.</p> <ul style="list-style-type: none"> e. Provide E-Certificate for the attendees f. Conduct surveys and polls during and/or after the event g. Submit video recording and post-event reports after the event. h. Simulcast the webinar through FB Live streaming. i. Submit a 3-5 minute same day editing of the webinar to be preview during lunch or dinner in MP4 format. j. Provide an entertainment to be approved by TPB Secretariat. <p>Theme: Motorbikes/Sporty ambiance</p> <ul style="list-style-type: none"> k. Provide an infomercial l. Stage Set-up <ul style="list-style-type: none"> 1. Stage set-up and decoration with backdrop to be approved by TPB Secretariat 2. Dressed tables/chairs according to the theme 3. LED Screen wall 9’ x 12’ with sound system 4. Appropriate ambient décor to complement the overall theme or look of the event m. To implement and provide the following: <ul style="list-style-type: none"> 1. Production Number 2. Emcee/Moderator 3. Production and Technical Team to arrange the flow of the program 4. At least three (3) Cameraman 5. 1 Photographer and 1 videographer 6. Director 7. Music and Visuals during the event <p>Technical Script Sequence Guide</p> <ul style="list-style-type: none"> n. Technical Requirements <ul style="list-style-type: none"> 1. Professional Audio Setup for a broadcast activity <ul style="list-style-type: none"> 2. Must be able to execute onsite audio mix and Virtual Audio output 3. Professional Audio system for a 500-1000sqm venue 4. Equipment must include but not limited to the following <ul style="list-style-type: none"> i. Digital Mixing Console ii. Active Speakers iii. At least 6 Wireless Microphones iv. Stage monitor speakers 		
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	<ul style="list-style-type: none"> v. Lot of Power and Signal Cables o. Professional lighting for live and broadcast lighting <ul style="list-style-type: none"> 1. Must be able to design a suitable lighting for a broadcast setup 2. On site live mood and accent lighting 3. Broadcast designed stage lighting 4. Equipment must include but not limited to the following: <ul style="list-style-type: none"> i. Digital Lighting Console ii. ParLEDs lights Amber White and RGB iii. LED Strip Lights for backdrops RGB iv. Continuous Video Lights and diffusers v. Light Stands vi. Lot of Power and Signal Cables 5. Professional LED Video System <ul style="list-style-type: none"> i. LED Wall set with switchers and playback ii. Lot of power and signal cables 6. Speakers Technical Requirements <ul style="list-style-type: none"> i. Speaker Prompter Monitor ii. Speaker Presentation/Zoom Monitor p. Streaming Requirements <ul style="list-style-type: none"> 1. Streaming Desktop 2. High Specification streaming machine 3. Equipped with a minimum of 3 (Three) video capture devices for on-site coverage 4. Licensed Video Production and Streaming Software 5. Audio Interface Input 6. Must be able to handle multi stream, recording and video output 7. Secondary Laptops 8. Minimum 2 laptop support for Zoom Capture, Presentation Playback and Loops C. All assigned personnel should follow the health protocol provided by COVID-19 Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and respective LGUs rules and regulations. List of personnel shall be submitted to TPB for proper endorsement to PCMC. D. OTHERS <ul style="list-style-type: none"> a. Meals, required fees, honorarium for the additional personnel and technical team shall be shouldered by the bidders 		
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E. QUALIFICATION OF BIDDER

a. Bidders must have been in operation as an Production Company or MICE Events for at least five (5) years.

a. Bidder must have at least three (3) years of experience similar activities.

b. Bidder must have had at least three (3) projects hosting Hybrid or Virtual or face to face Events.

c. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs:

1. Project Manager
2. Director/Writer
3. Technical Director
4. Technical Support Team

*Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.

The approved Budget for the Contract is One Million Pesos Only (Php 1,000,000.00), 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

Payment will be on send-bill arrangement after the event after the submission of Terminal Report and Certificate of Completion.

Supplier must have a Landbank (LBP) account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

	Note: Bidders are required to fill out the Technical Specification Compliant (see attached)		
Terms	30 days upon receipt of invoice		
ABC	Php 1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **September 10, 2021, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, 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

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266

soc_torres@tpb.gov.ph

Note: **All entries must be typewritten in your company letterhead.**

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 Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement