

## REQUEST FOR QUOTATION

15 October 2021

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

**Quotation No.** TPB-PR.2021.10.383

**PR No.** 10.018

**REQUIREMENTS: SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE MICECONNECT 2021**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE MICECONNECT 2021</b></p> <p><b>Indicative Date:</b> 13-16 November 2021 <b>Venue:</b> Boracay Island</p> <p><b>I. <u>SCOPE OF SERVICES AND DELIVERABLES</u></b> The Event Management Company (EMC) shall:</p> <ol style="list-style-type: none"> <li>1. Conceptualize, manage and implement the overall program scenario for the hybrid event in coordination with TPB team; <i>*TPB to provide the programme</i></li> <li>2. Form a lean Event Management Team who will execute, oversee and manage the required onsite and online physical and technical requirements of the event which may include, but not limited to the following: <ul style="list-style-type: none"> <li>• Event Coordinator/Content Manager</li> <li>• Event Director</li> <li>• Technical Director and Support Team</li> <li>• Script Writer</li> <li>• Creative Artist / Creative Artwork Specialist</li> <li>• Photographer / Videographer</li> <li>• Stage Manager / Set Designer</li> <li>• Voice Over Talent</li> <li>• Others (as applicable)</li> </ul> </li> </ol>	P1,000,000.00	P1,000,000.00

	<p><i>*Team members may have multiple roles depending on their qualifications</i></p> <p>3.Coordinate the conference program and ensure a moderator/emcee who will manage the smooth transition of B2B sessions, facilitate house rules, make the program dynamic and interactive;</p> <p>4.Provide the following requirements, but not limited to:</p> <p>a. Management of the hybrid event, delivering the following requirements:</p> <ul style="list-style-type: none"> <li>• Coordination and management of the virtual event platform provider for smooth programme flow;</li> <li>• Control and management of local stakeholders present online and onsite;</li> <li>• Facilitation of the participation/engagement of Buyers and Sellers;</li> <li>• Flexibility in arrangements as needs call for it;</li> </ul> <p>b. Design creative materials including digital event banner, background, signage, digital juice, title card (for approval of TPB);</p> <p>c. Prepare a program scenario and script to include:</p> <ul style="list-style-type: none"> <li>• Spiels of event moderator/voice over/emcee</li> <li>• Session briefer</li> <li>• Presenter’s introduction</li> <li>• Onsite and virtual decorum and housekeeping reminders including safety and health protocols, and</li> <li>• Other announcements and event information (for approval of TPB)</li> </ul> <p>d. Over-all venue décor/execution and construction for the abovementioned event, in accordance with health and safety protocols, to include, but not be limited to:</p>		
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	<ul style="list-style-type: none"> <li>• Stage design/decoration (using existing stage of the venue)</li> <li>• Setup and arrangement for the opening and closing program, B2B briefing and Boracay MICE Alliance presentation</li> <li>• Venue set-up</li> <li>• Development of electronic banners, signage, title cards (if necessary)</li> </ul> <p>e. Provide the following equipment and coordinate with the technical team of the venue (TBA) for the set up and installation of all physical and technical requirements, to include, but not be limited to the following:</p> <ul style="list-style-type: none"> <li>• Audio-visual and lighting system (speakers, microphones, etc.)</li> <li>• LED wall screen, backdrop, stage/set design (as needed)</li> <li>• LED projector and screen (as needed)</li> <li>• Stage truss system (as needed)</li> <li>• Presenter’s technical requirements</li> <li>• Microphones (lapel and wireless)</li> <li>• Amplifiers</li> <li>• Laptops (mac and windows) with appropriate connectors</li> <li>• Presentation clicker/laser pointer/easel</li> <li>• Appropriate cables and video adapters (VGA, HDMI, etc.); and</li> <li>• Professional lighting system (if needed)</li> <li>• Close circuit camera and dedicated camera/s for documentation purposes</li> <li>• Non-wired/wireless internet connection equipment</li> <li>• Other requirements/equipment</li> </ul> <p>f. Facilitate and/or coordinate the participants’ orientation about the program and functionality of the virtual platform;</p> <p>g. Conduct a final orientation or dry-run of the MICEConnect program at least one (1) day</p>		
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	<p>before the actual event dates (upon arrival of the advance party);</p> <p>h. Document the Networking Event, Opening and Closing Ceremonies and upload to a specific online drive including all other creative materials pertaining to MICEConnect;</p> <p>i. Document the event in photo and video from the arrival of participants pre-event to the Closing Ceremony (to include presentations in the sessions) and endorse to the TPB in an online drive/cloud and external hard drive;</p> <p>j. Generate and submit an Event Analytics Report of the event covering the following:</p> <ul style="list-style-type: none"> <li>• Number of registrants (realtime report of buyers, sellers and presenters)</li> <li>• Number of actual appointments</li> <li>• Attendee evaluation survey</li> <li>• Summary of questions and feedback</li> </ul> <p>k. Provide update and feedback to the TPB on a regular basis on the progress of the preparations of the MICEConnect and other related areas</p> <p>l. Must be able to arrange its own travel and ground arrangements (air and ground transportation, accommodation, F&amp;B, etc.) in Boracay</p> <p><i>*Any deviation/changes to be made or implemented in the deliverables listed in the scope of services will be subject to the approval of TPB as long as it is within the ABC</i></p> <p><b><i>*See the attached Terms of Reference*</i></b></p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is P1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **21 October 2021 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

1. Mayor's Permit/ License 2021
2. BIR Registration / TIN
3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Omnibus Sworn Statement

Thank you very much.



**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person: **(MISS) GENESIS WEIYN B. LEE**

Note: **All entries must be typewritten in your company letterhead.**  
Price Validity shall be for a period of thirty (30) calendar days.