

09 December 2021

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. TPB-PR 2021.12.463

Requirement: Procurement of a Service Provider to Handle Theme Social Function of the Rotary Club District 3770 Midyear Review Meeting

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Themed Lunch and Dinner Reception Date: 21-23 June 2022 Venue: Thunderbird Resort, La Union Participants: 400-450 pax,</p> <p>SCOPE OF WORK / DELIVERABLES</p> <ul style="list-style-type: none"> • Provide food and beverage, banquet/food service, venue styling and décor, entertainment, photo/video documentation, and tokens for the themed lunch/dinner reception • Implement the selected theme and ensure that it is strongly reflected in the venue styling and décor, banquet set up, menu, entertainment program, tokens, and all aspects of the function/reception • Coordinate with the event organizer and the venue ahead of time to discuss the approved theme, venue set-up, menu, banquet set-up and services, entertainment plan, program, technical requirements and other arrangements • Provide assistance in coordinating with the La Union Provincial Office (LGU) in securing clearances/permits for the event, if needed • Assist in ensuring all health and safety protocols are followed by participants during the function 	750,000.00	750,000.00

TECHNICAL SPECIFICATIONS

VENUE

- An open or covered/semi-covered venue within the Thunderbird Resort property in La Union (the official meetings venue) with ample space to accommodate a banquet set up for a maximum capacity of 450-500 pax, inclusive of current social distancing measures, and space for the entertainment program
- The area/venue should fit the selected theme or can be styled using ambient décor to complement the selected theme
- Health and safety protocols in place, including disinfection and physical distancing practices

FOOD AND BEVERAGES

- Incentivized exclusive lunch or dinner not less than PhP 1,200.00 per meal per pax in a managed buffet set up that complements the approved theme
- Complete banquet/food service set-up, with buffet and dining tables and chairs dressed to complement the overall theme or look of the event
- F&B for 450 pax, with a minimum of one (1) round of drinks (choice of any beverage), to be served fresh/hot and ready at least 30 minutes before the lunch/dinner function
- Uniformed and well-trained banquet service personnel
- Brief description of the menu on the tables
- Ensure hygienic practices/services, provision and compliance with the standard food safety regulations
- Must be able to accommodate possible dietary restrictions of some participants/guests (i.e. vegetarian, diabetic, gluten free, food allergies, etc.)

ENTERTAINMENT

- Provide performers that can render a 10 to 15-minute cultural and musical entertainment program that follows the selected theme
- Performers must have at least two (2) years of experience performing for audiences in various MICE events in Philippine regions/provinces
- Performance should have lively music and dances that encourage audience interaction
- Provide the meals, transportation and other miscellaneous requirements of the performers during the performance date
- Provide the technical requirements for the performance/performers, and coordinate with the event organizer on the stage, staging, lights and sounds, audio-visual system, microphones, emcee, and other elements the show, as needed

TOKENS

- Provide tokens for all the delegates (450 pcs)
- Tokens should reflect the chosen theme, and will be subject to approval by TPB

PHOTO/VIDEO DOCUMENTATION

- Document the event in photo and video in the following formats:
 - HD copy in .MOV
 - HD copy in .MP4
- Copies of the photos and videos (raw) must be saved in an external hard drive, for submission to the TPB within 15 days after the event

Other Terms and Conditions:

- Must be willing to accept send-bill arrangements with the TPB
- Any other requirements that may be mutually agreed upon by the TPB/event organizer and the supplier

- Must adhere to all requirements / protocols / guidelines issued and implemented by the Provincial Government of La Union. *Bidder should likewise be willing to respond to immediate/unforeseen changes in the specifications, activities, schedules based on IATF and LGU pronouncements.*
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government, or concerned LGUs.
- Neither party shall be liable to the other for any failure to perform any obligation under any Agreement which is due to an event beyond the control of such party including but not limited to any Act of God, terrorism, war, Political insurgence, insurrection, riot, civil unrest, act of civil or military authority, uprising, earthquake, pandemic, flood or any other natural or man-made eventuality outside of our control, which causes the termination of an agreement or contract entered into, nor which could have been reasonably foreseen.

Eligibility Requirements

- Must be a Filipino owned, operated and legally registered travel and tour operator services company under Philippine laws
- Must have previously completed a minimum of 3 projects for the past 3 years in providing logistical requirements and travel and tour operator services, such as small-medium scale tours, events, and the like, for National Government Agencies (NGAs) or Local Government Units (LGUs), and/or Private Agencies, Institutions or Organizations

Technical Documents


1. Articles of Incorporation, SEC, DTI, CDA registration certificate, whichever is applicable
2. List of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past **three (3) years**. (Include the following information:

	<p>client, project, contract amount, contract duration, status)</p> <ol style="list-style-type: none"> 3. Company Profile 4. Budget bid proposal with breakdown of costs 5. At least 2 proposed themes, with descriptions (and photos/images, if possible) of the suggested venue décor, banquet set-up, entertainment plan, and tokens for each proposed theme 6. CV of the performers <p>Legal Documents</p> <ul style="list-style-type: none"> • PhilGEPS Registration Certificate • Mayor/Business Permit • Income/Business Tax Return Certificate • Omnibus Sworn Statement (revised form) <p>Attachments:</p> <ul style="list-style-type: none"> • Technical Specifications • Revised Omnibus Sworn Statement <p>Note:</p> <ul style="list-style-type: none"> • All entries must be typewritten in your company letterhead and the proposal must be duly signed by your authorized representative • Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP750,000.00 inclusive of applicable taxes		

Please submit your **quotation together with the technical and legal documents** enumerated above to email address *janet_villafranca@tpb.gov.ph* not later than **15 December 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The **submission of the quotation and other documents shall be in one (1) compressed file folder, any submission not in this format will not be considered.** For easy identification of email, the subject shall be in this format: **EMC for Rotary_<Company Name>**

Thank you very much.


ELOISA A. ROMERO
 Head, Procurement and General Services Division
 Administrative Department

