

## Request for Quotation

**6 December 2021**

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

Quotation No. **TPB-RFQ 2021-12-454**

PR No. 12.012

**Project Title:** Production/Events Management Company

**Requirements:** ASEAN Tourism Forum (ATF) 2022 on 16-22 January 2022 in Cambodia

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p>Production/Events Management Company for the ASEAN Tourism Forum (ATF) 2022 on 16-22 January 2022 in Cambodia Late Night Function (LNF) Entertainment</p> <p><b>Background:</b></p> <p>The ATF 2022 is a cooperative regional effort to promote the Association of the Southeast Asian Nations (ASEAN) region as one tourist destination. ASEAN is a melting pot of diversity – a singular economic and tourism region with 10 member states that could not be more different from one another. Language, culture, heritage, natural endowments and people, that are inherently different, yet bonded by common cross-roads, passages of history and more importantly, a desire for tourism success.</p> <p>ATF at its core recognizes that ASEAN is stronger and more compelling as one collective destination. The region offers countless exciting experiences in a seamless journey of different identities, an important proposition that has kept ASEAN’s appeal strong throughout the world.</p> <p>For the 41st consecutive year in 2022, government officials will renew annual efforts to channel greater domestic and international tourism dollars into the region, while the travel industry engages in business at TRAVEX – the world’s largest ASEAN destination, product and service showcase, with the theme “ASEAN - A Community of Peace and Shared Future’. It articulates Cambodia’s commitment as a key stakeholder in the region’s tourism eco-system.</p> <p>Due to the COVID-19 pandemic, the Cambodia government has decided to relocate the venue for the ATF 2022, which was originally scheduled to take place in Phnom Penh to Sihanoukville.</p> <p>For 2022, TPB recommend to minimize the physical participation due to unpredictable COVID situation in the region. TPB will be participating with a 135sqm booth and at least 12 Philippine Seller companies who will physically participate in Cambodia.</p> <p>The role of TPB is to provide destination information as well as to provide an opportunity for the Philippine private sectors to create and/or strengthen business relationships with international buyers. Part of the program is the</p>	PhP700,000.0 0	PhP700,000.0 0

hosting of either lunch or the late night function and entertainment for the invited buyers.

In view of the above, TPB is in need of a production company that could provide an entertainment package during the late night function on the 20 January 2022 (date TBC) based on the specifications.

**Specifications:**

Requirements: Provision of live musical performances by a maximum of ten (10) performers including the director, emcee, and/or audio/visual technician.

Performers must include:

- 1) Talents featuring an array of Filipino contemporary musical and visual entertainment; and
- 2) A live band featuring upbeat dance and disco music/entertainment until the end of the event.

Date/Venue: 20 January 2022 || Venue: Sokha Beach Resort  
*suggested travel dates – 18-21 January 2022*  
 (4 days)

Time: 10:00 pm – 1:00 am (the following day)

No. of pax: 150-200 foreign delegates and VIPs

Length of show : 30-45 minutes for the main production (Filipino modern contemporary performance); then ongoing upbeat dance music/entertainment until the end of the event (LNF)

Date/Time	Activity	Remarks
19 January PM of 20 January AM	Stage Blocking and Sound checking, ingress of props, etc.	Time – TBC *TPB to check with organizers if they can provide a holding room for costumes etc.
20:00 onwards 20 January	Late Night Function Program: <ul style="list-style-type: none"> <li>• Welcome Remarks</li> <li>• Keynote Speech by DOT Secretary Bernadette Romulo Puyat (TBC)</li> <li>• Dinner</li> <li>• Performance</li> </ul>	

**Guidelines:**

1. The music genre and dance performances should be fit for an international audience;
2. A list of the proposed performers’ repertoire should be submitted to the Procurement and Project Officer/s on or before **10 December 2021**; and

	<p>3. Recommend the best artists and performers preferably internationally acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB.</p> <p><b>Entertainment Package Inclusions:</b></p> <ol style="list-style-type: none"> <li>1. Professional fees of the performing artists including emcee</li> <li>2. Pre-production preparation</li> <li>3. Overall musical direction</li> <li>4. Production management and on-site supervision and technical support</li> <li>5. Continuity script and intro spiels</li> <li>6. Rehearsals, studio rental costs, production meeting costs</li> <li>7. Costumes and musical instruments</li> <li>8. Accommodation costs for all the members of the team during the whole project</li> <li>9. Travel insurance for the duration of their stay in Cambodia</li> <li>10. Allowance per diem per person/day of all the production team, band, and performers for the duration of the travel dates</li> <li>11. Extra baggage allowance for the props and costumes for the flights MNL-PNH or MNL-PNH-connecting flights and vice versa</li> <li>12. Airport/hotel transfers and transportation expenses</li> <li>13. Piped in music material (if applicable)</li> <li>14. Valid Passports</li> <li>15. Administrative costs</li> <li>16. Miscellaneous expenses</li> <li>17. RTPCR Testing for all participants for all legs of travel, if necessary</li> <li>18. Complete arrangements with BOI for the yellow vaccine passport provisions, if necessary</li> </ol> <p><b>Tourism Promotions Board Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. Roundtrip economy international air tickets for Manila-Cambodia-Manila for a maximum of 10pax from 18-21 January 2022 **actual travel date may vary;</li> <li>2. Technical requirements at the venue. <ul style="list-style-type: none"> <li>• Inclusive of 3rd Party Lighting and Sound Systems</li> <li>• Stage of 3m x 5m</li> <li>• Buggy Services from Closing Dinner to the Late-Night Function</li> <li>• 2x Wireless Handheld or Label Microphone</li> <li>• 1x LCD Projector with Screen (2.5m x 2.5m)</li> <li>• 1x TV Monitor (42 inch)</li> <li>• 2x Clip-on Microphone</li> </ul> </li> </ol> <p><b>Technical Eligibility Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Must be a Filipino owned, operated and legally registered Events Management Company / Production House / Conference Integrator under Philippine laws;</li> <li>2. Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS);</li> <li>3. Must demonstrably have a good reputation in the field of corporate launches/events;</li> <li>4. Company profile; and</li> </ol>		
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	<p>5. Must have a wide network of talent contacts with repertoire to include ethnic, pop, classical, jazz, etc, as well as traditional and alternative cultural groups, and should be able to negotiate preferential rates and terms.</p> <p><b>Additional Eligibility Requirements:</b></p> <ol style="list-style-type: none"> <li>1. The suppliers must be able to submit the complete copy of the valid passports of the personnel they will be sending;</li> <li>2. The suppliers must be able to submit names of participants with their certificate of full COVID-19 vaccination;</li> <li>3. The bidder must be able to submit a list of the proposed performers' repertoire should be submitted to the Procurement and Project Officer/s same day of the deadline for submission of bids; and</li> <li>4. The bidder must be able to recommend the best artists and performers preferably internationally acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB. Kindly submit a copy of the CVs/Profiles of the personnel to be provided in the TPB.</li> </ol> <p><b>Approved Budget for the Contract (ABC):</b></p> <p><b>SEVEN HUNDRED THOUSAND PESOS ONLY (PHP 700,000.00)</b> to cover all applicable taxes.</p> <p>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.</p> <p><b>Terms of Payment:</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> payment (50% of full amount) – mobilization fee upon signing of contract and submission of the following requirements: <ul style="list-style-type: none"> <li>○ List of performers and passport copies; and</li> <li>○ Full repertoire of the performance with video sample (if applicable);</li> </ul> </li> <li>• 2<sup>nd</sup> payment (50% of full amount) – after the satisfactory completion of the event and full accomplishment of the entertainment package</li> </ul> <p>For particulars please contact Ms. Wendy A. Fajardo at telephone numbers 85259318 loc. 234 and email address <a href="mailto:wendy_fajardo@tpb.gov.ph">wendy_fajardo@tpb.gov.ph</a>.</p> <p style="text-align: center;"><b>*** Nothing Follows ***</b></p>		
Terms	30 Days upon receipt of the Sales Invoice/SOA.		
Delivery	20 January 2022		
ABC	<b>PhP700,000.00</b> inclusive of all applicable charges and taxes		

The last day for submission of **quotation** is not later than 03:00 p.m. on **10 December 2021, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph)** for the advance copy of the bid documents and the original copy to the address provided below, 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.

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)525-9318local 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. *Business or Mayor`s Permit/Certification (as of 2021)*
2. *Annual Income Tax Return (valid and updated)*
3. *Company Profile/Curriculum Vitae (for sole proprietorship)(latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (provided below)*

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*