

## REQUEST FOR QUOTATION

08 March 2022

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

**Quotation No.** TPB-PR.2022.03.061

**PR No.** 2.043

**REQUIREMENTS: SERVICES OF AN EVENTS MANAGEMENT COMPANY (EMC) FOR THE PHILIPPINE MOTORCYCLE TOURISM (PMT) PROGRAM**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p style="text-align: center;"><b>SERVICES OF AN EVENTS MANAGEMENT COMPANY TO PROVIDE THE LOGISTIC, PHOTO/VIDEO DOCUMENTATION AND TECHNICAL REQUIREMENTS FOR THE PHILIPPINE MOTORCYCLE TOURISM PROGRAM</b></p> <p><b>SCOPE OF WORK/DELIVERABLES</b></p> <p><b>A. Provide the Technical Requirements of Welcome Dinner at Las Casas Filipinas de Alcuazar, Bagac, Bataan</b></p> <p>1. Sound systems</p> <p>a) Professional Audio system for an outdoor venue</p> <p>b) Equipment must include but not be limited to the following:</p> <ul style="list-style-type: none"> <li>• Digital Mixing Console</li> <li>• Active Speakers</li> <li>• At least 3 Wireless Microphones</li> <li>• Stage monitor speakers</li> <li>• Lot of Power and Signal Cables can be connected to various devices as may deem necessary</li> </ul>	PhP235,500.00	PhP235,500.00

	<p>2. Professional lighting for live and broadcast lighting for an outdoor venue</p> <ol style="list-style-type: none"> <li>a) Must be able to design suitable lighting for a broadcast setup</li> <li>b) On-site live mood and accent lighting</li> <li>c) Broadcast designed stage lighting</li> <li>d) Equipment must include but not be limited to the following <ul style="list-style-type: none"> <li>• Digital Lighting Console</li> <li>• ParLEDs lights Amber White and RGB</li> <li>• LED Strip Lights for backdrops RGB</li> <li>• Continuous Video Lights and diffusers</li> <li>• Light Stands</li> <li>• Lot of Power and Signal Cables</li> </ul> </li> </ol> <p><b>B. Documentation of the Event on 26 – 27 March 2022</b></p> <ol style="list-style-type: none"> <li>1. Videographer/s and photographer/s</li> <li>2. Inclusive of use drone with license</li> <li>3. Licensed Video Production and Streaming Software</li> <li>4. Audio Interface Input</li> <li>5. Must be able to handle multi-stream, recording, and video output</li> <li>6. Provide 3–5-minute SDE to be shown during the welcome dinner</li> <li>7. Submission of photos and video recording and post-event</li> </ol> <p><b>C. Hotel Accommodation on 25-26 March 2022 (for the early kick-off on 26 March 2022)</b></p> <ol style="list-style-type: none"> <li>1. Provide hotel accommodation inclusive of breakfast</li> <li>2. 3 – 4 star</li> <li>3. Three (3) single or twin bed sharing rooms for the TPB Officials</li> <li>4. Seven (7) Twin Bed Sharing for the TPB Secretariat</li> </ol>		
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	<p><b>D. Technical Requirements on 26 March 2022 for the Registration</b></p> <ol style="list-style-type: none"> <li>1. Basic Sound System for the early Kick-Off at 5:00 AM 2 Microphones</li> <li>2. Two (2) Registration tables at least 60 chairs (monoblocs)</li> <li>3. Tent that can accommodate 50 pax</li> </ol> <p><b>E.</b> 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.</p> <p><b>F.</b> Meals, required fees, transportation, accommodation, additional personnel (if necessary), and the technical team shall be shouldered by the bidders</p> <p><b>III. QUALIFICATION OF BIDDER</b></p> <ul style="list-style-type: none"> <li>• Bidders must have been in operation as an EMC/event organizer for at least three (3) years.</li> <li>• Bidder must have at least three (3) years of experience in event management/event organizing.</li> </ul>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP235,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **14 March 2022 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 2022
2. Income/Business Tax Return
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 on your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.