

## Request for Proposal

5 April 2022

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

Quotation No. **TPB-RFP 2022-04-109**

PR No. 4.009

**Project Title:** 21<sup>st</sup> World Travel and Tourism Council Global Summit

**Requirement:** Services of an Event Management Company

Unit	Particulars	Total Cost
Lot 1	<p><b>Services of an Event Management Company for the 21<sup>st</sup> World Travel and Tourism Council</b></p> <p>Terms of Reference:</p> <p><b><u>Background of the Project</u></b></p> <p>The Philippines will play host to the World Travel and Tourism Council (WTTC) Summit on 20-22 April at the Marriott Grand Ballroom in Manila.</p> <p>The annual WTTC Global Summit is the largest and most prestigious Travel and Tourism event as it brings together over 800 delegates composed of Chief Executive Officers (CEOs), Presidents, and Chairpersons of extensive travel and tourism companies worldwide from airlines, hotels and resorts, travel and tour agencies, global distribution system, transportation, and allied enterprises; as well as Tourism Ministers and officials from international organizations, such as the UNWTO.</p> <p>The country's hosting of the event aims to promote economic recovery by restarting Philippine travel &amp; tourism centered on the safe and secure reopening of the industry. It likewise aims to feature the Philippines as a competitive Meetings, Incentive Travel, Convention &amp; Exhibition (MICE)/ business events destination in Asia as we showcase our best practices, new normal guidelines, and standards in travel and tourism.</p> <p>With the Philippines being the focus as we stage next year's global summit, we are likewise provided with the opportunity to showcase the unique qualities of Philippine culture in music, song, dance and other genre, through Gala Shows which will be presented during the event's ceremonial programs and hosted dinner receptions.</p> <p>In view of the above, the DOT is in need of a Production House/ Entertainment Provider/ Event Management Company to produce the Opening Ceremony Philippine Cultural Presentation during the Philippine Hosting of the WTTC Summit</p> <p><b><u>Specifications</u></b></p>	PhP1,000,000.00

Event	Opening Ceremony of the World Travel and Tourism Council (WTTC) Summit in 2022
Date	21 April 2022
Venue	Marriott Grand Ballroom
Audience Profile	600 – 650 international delegates and guests
Theme	Rediscovering Travel
Program	9:00 – 9:43am Arrival-transfer of Delegates 9:44 – 9:49am Opening Show (5 minutes) 9:49 – 9:50am WTTC Video 9:50am Start of WTTC Summit Sessions  <i>*Schedule is subject to change</i>

**Scope of Services**

The Event Organizer shall:

- Conceptualize, manage and implement the Cultural Presentation for the Opening Ceremony during the Philippines’ hosting of the WTTC Summit

Note:

- The opening program should have a “wow” factor even with the limited time provided
- Should feature Philippine destinations in form of imagery/ video
- Should feature world-class/ renowned/ talented Filipino performers

- Form an Entertainment Production/ Event Management Team that will conceptualize, execute, oversee and manage the required online technical requirements of the event which may include, but not limited to the following:
  - Director
  - Production Manager
  - Production Coordinator
  - Technical Director/ Lighting Designer
  - Stage Manager (and assistant stage managers)
  - Video Spinner
- Provide the following general requirements:
  - Integrate an entertainment production that showcases Philippine word-class talents upon introduction of the theme of the conference in form of an opening number; Program for the Opening Ceremony of the Global Summit should be fit for an international audience
  - Prepare a program scenario and script to include the following: spiels of Event Moderator / Voice Over/ Performer.
  - Organize and facilitate the welcome and smooth transition upon arrival of delegates and the start of the opening program and then segue to the 1-minute video of WTTC, which precedes the start of the Summit sessions.
  - Conduct a final orientation or tech-run of the Summit before the actual event dates

**Eligibility Requirements**

**A. Profile and Competency**

- Must be Filipino-owned, operated and legally registered Events Management Company / Production House / Conference Integrator under Philippine laws. Must have been in operation for at least three (3) years;

2. Must submit a list of team members to be assigned to the project with their respective CVs / professional profile. Team members must have at a minimum of three (3) years of experience in organizing local and/or international events:
  - Director
  - Production Manager
  - Production Coordinator
  - Technical Director/ Lighting Designer
  - Stage Manager (and assistant stage managers)
  - Video Spinner
3. Must submit a list of all ongoing and completed government and private contracts for the last three (3) years similar or related to the requirements;

**B. Other Special Requirements**

Bidders will be required to submit their proposal for the following:

1. Concept for the opening ceremony show/entertainment
2. List of Performers with Brief Profile

A presentation of concept proposals will be scheduled, and the date of the opening cultural presentation is on **11 April 2022 at 03:00 P.M.**

*\*Note: the above proposals will form part of the evaluation*

**Approved Budget for the Contract (ABC) inclusive of applicable taxes**

Approved Budget for the Contract (ABC) is **ONE MILLION PESOS (PHP1,000,000.00)** 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 time and place specified in the request for quotation (RFQ).

**Timeline/Schedule of Requirements**

The project will commence upon receipt of Notice to Proceed (NTP) up to the end of the actual event on **21 April 2022** which marks the target completion of the project:

Proposed Timeline (Indicative Dates)	Particulars
18 April 2022	Finalization/ approval of the opening program Submission of the script, list of personnel for security purposes
20 April 2022	Technical Rehearsals/ Dry Run
21 April 2022	Event Proper

**Terms of Payment**

- A.** The indicative payment scheme is as follows:

<p><b>Amount</b></p>	<p><b>Deliverables</b></p>						
15%	Upon submission of preliminary program						
1 <sup>st</sup> progress payment							
30%	Upon submission of and list of artists and production team, detailed scenario/ floor plan set up						
2 <sup>nd</sup> progress payment							
40%	Upon finalization and approval of program						
3 <sup>rd</sup> progress payment							
15%	Upon completion and satisfactory performance of services and submission of deliverables such as end reports, recordings of the activities in a hard drive						
4 <sup>th</sup> progress payment							
<p><b>B.</b> The following documents should be submitted by the winning bidder to facilitate the processing of payment:</p> <ul style="list-style-type: none"> <li>Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to: <p><b>MARIA ANTHONETTE C. VELASCO - ALLONES</b> Chief Operating Officer Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> </li> <li>Copy of Official Receipt</li> <li>Payment will be made through LBP bank deposit. Should the winning bidder have no Land Bank account, bank charges to a preferred alternate bank will be shouldered by the supplier.</li> </ul> <p><b>C.</b> The TPB processes payments through fund transfer through Land Bank of the Philippines (LBP). Should the winning bidder/ supplier do not have an LBP account, fund transfers may still be remitted to the preferred bank of the supplier but bank charges to be borne by the supplier.</p> <p><b>Criteria for Evaluation</b></p> <ul style="list-style-type: none"> <li>Bidders will be required to make a presentation (maximum of 15 minutes) of their Concept and Planned Approach.</li> <li>The winning bid must attain a rate of 80% based on the following set of selection criteria with their corresponding weight assignment:</li> </ul> <table> <tr> <td><b>Proposal</b></td><td><b>Weight</b></td></tr> <tr> <td>Technical Proposal</td><td>80%</td></tr> <tr> <td>Financial Proposal</td><td>20%</td></tr> </table>		<b>Proposal</b>	<b>Weight</b>	Technical Proposal	80%	Financial Proposal	20%
<b>Proposal</b>	<b>Weight</b>						
Technical Proposal	80%						
Financial Proposal	20%						


<b><u>Rating Guide for Technical Proposal</u></b>		
<b>A. TECHNICAL BID/PROPOSAL CRITERIA RATING (80% Passing Score)</b>		
	<b>CRITERIA</b>	<b>WEIGHT</b>
I	QUALITY OF PERSONNEL WHO MAY BE ASSIGNED TO THE PROJECT	30%
	<p>Profile/CV/portfolio and expertise of key personnel assigned to the project showing specialization and/or experience in the conduct of similar events with a minimum experience of 3 years:</p> <ul style="list-style-type: none"> <li>• Creative Team Head/ Director with numerous experience in directing Philippine hostings in government international events here and abroad such as the UNWTO, PHITEX and MICECon, theater and musical productions, and other corporate events. Has preferably produced content for WTTC.</li> <li>• Professional Manager</li> <li>• Production Coordinator</li> <li>• Technical Director/ Lighting Designer</li> <li>• Stage Manager (and assistant stage managers)</li> <li>• Video Spinner</li> </ul> <p>Key personnel involved in the project must have:</p> <ul style="list-style-type: none"> <li>• 3 or more years of relevant experience (10%)</li> <li>• Less than 3 years of relevant experience (<i>any personnel</i>) (5%)</li> </ul> <p><i>Covering the suitability of the key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff and similar projects handled by personnel (based on submitted CVs).</i></p>	
II	COMPANY EXPERIENCE AND CAPABILITY	10%
	<p>Experience of the firm in handling similar nature of work (10%)</p> <ul style="list-style-type: none"> <li>• More than 3 years (10%)</li> <li>• At least 3 years (5%)</li> </ul> <p><i>Bidder has presented evidence in implementing/managing similar projects whose quality is acceptable to the event requirement.</i></p>	
III	PLAN OF APPROACH AND METHODOLOGY	60%
	<p>A. Adherence of the proposal to all the required components of the event as mentioned in this bid (10%)</p> <p>B. Creativity and innovation in the plan of approach* (35%)</p> <p>C. Feasibility of the planned execution of the overall scope of work* (15%)</p> <p><i>*In consideration of Proposed Scenario, Proposed Performers and overall execution.</i></p>	
	TOTAL	100%

	<p><b><u>Other Terms and Conditions</u></b></p> <ol style="list-style-type: none"> <li>The TPB shall have full ownership of all the data gathered and presented (both in hard or softcopy files) from the event.</li> <li>The winning bidder–will be bound by and should comply with–Republic Act No. 10173 otherwise known as the “Data Privacy Act of 2012”.</li> <li>Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.</li> <li>Bidder must be willing to respond to immediate/unforeseen changes in the specifications, activities, schedules based on IATF and LGU pronouncements</li> </ol> <p><b><u>Additional Information</u></b></p> <p>For particulars, please contact:</p> <ul style="list-style-type: none"> <li>Ms. Sherdell Anne Bayona WTTC Socials <a href="mailto:sherdell_bayona@tpb.gov.ph">sherdell_bayona@tpb.gov.ph</a></li> <li>Ms. Carmela Febrio WTTC Socials <a href="mailto:carmela_febrio@tpv.gob.gov.ph">carmela_febrio@tpv.gob.gov.ph</a></li> </ul> <p style="text-align: center;"><b>*** Nothing Follows ***</b></p>	
Terms of Payment	Please refer to the Financial Requirements/Terms of Payment of the project.	
Delivery	21 April 2022	
ABC	<b>PHP1,000,000.00</b> inclusive of all applicable charges and taxes	

The last day for submission of **quotation** is not later than 12:00 noon on **11 April 2022, 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 hard 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 and technical documents to be eligible to participate in the bidding:

1. *Business or Mayor`s Permit/Certification (as of 2022)*
2. *Annual Income Tax Return (latest)*
3. *Company Profile*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement Omnibus Sworn Statement*
6. *Curriculum Vitae of the identified Team members with three (3) year experience*
7. *List of al ongoing and completed government and private contracts for the last three (3) years similar or related to the requirements*
8. *Concept for the Opening Ceremony Show/Entertainment*
9. *List of Performers with Brief Profile*

**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]*