

## Request for Quotation

4 April 2022

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

Quotation No. **TPB-RFQ 2022-04-107**

PR No. 4.004

**Project Title:** Pascual Laboratories Inc. SCM Appreciation Tour

**Requirement:** Cultural Entertainment

Unit	Particulars	Total Cost
<p><b>Lot 1</b></p>	<p align="center"><b>Cultural Entertainment for the Pascual Laboratories Inc. SCM Appreciation Tour on 29 April 2022</b></p> <p>Technical Specifications:</p> <p><b><u>Background of the Project</u></b></p> <p>Pascual Laboratories, Inc. SCM Appreciation Tour, a pharmaceutical company based in Bulacan. An incentive trip to the employees of the company, as a reward to the employees who have been working hard producing vitamins and supplements for the needs of the people during times of pandemic. This four (4) day trip expects the participation of staff and crew of Pascual Laboratories, Inc. SCM Division.</p> <p>Part of the TPB's commitment of support and assistance to ensure the successful conduct of this activity is the provision of a cultural show/entertainment during the <b>Welcome Dinner</b> for the group on <b>29 April 2022</b> in Astoria Hotel.</p> <p>Relative to this, the TPB is in need of the services of a Cultural Entertainment Package Provider to provide an entertainment show/presentation for the group in Puerto Princesa, Palawan.</p> <p><b><u>Specifications</u></b></p> <ul style="list-style-type: none"> <li>➤ Activity: Welcome Dinner</li> <li>➤ Date/Time: 29 April 2022/Evening (TBC)</li> <li>➤ Venue: Astoria Hotel (HBC)</li> <li>➤ Audience: 235 Pax (Local)</li> <li>➤ Length of Show: 30-40 Minutes</li> <li>➤ Theme/Type: Best of Philippine dances showing Luzon, Visayas and Mindanao culture</li> </ul> <p><b><u>Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. The presentation should depict the best of Philippine music, songs, dances in both traditional/cultural and contemporary genres in a fresh, dynamic and unique approach, fit</li> </ol>	<p align="center"><b>PhP150,000.00</b></p>

	<p>for a local and international audience;</p> <ol style="list-style-type: none"> <li>2. The presentation should feature the best and most appropriate Filipino performers; and</li> <li>3. Lively music and dance numbers to draw the crowd’s attention, with a duration of 30-40 minutes show.</li> </ol> <p><b><u>Scope of Work</u></b></p> <ol style="list-style-type: none"> <li>1. Supplier should provide the costumes and props necessary for the performances.</li> <li>2. Supplier shall arrange for, and shoulder, the performers’ travel and other expenses, including airfare, land transportation, accommodation, meals, and other miscellaneous expenses, as needed; and</li> <li>3. Supplier should coordinate with the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels (if any), schedule of the dry run, and other elements of the show</li> </ol> <p><b><u>Qualifications of the Bidder</u></b></p> <ol style="list-style-type: none"> <li>1. Must be a Filipino-owned, operating and legally registered events management company or Performing Group Provider under Philippine laws.</li> <li>2. Must have a minimum of 3-years’ experience in organizing medium scale events and performances of dances ranging from traditional, cultural, classic, folk, ballroom, modern and contemporary genres, featuring Filipino artists and talents.</li> <li>3. Must have a wide network of talent contacts, i.e. various performers of music, songs and dances</li> <li>4. Must have the expertise in the conceptualization and in the direction of performance in all fields of Philippine cultural dances.</li> </ol> <p><b><u>Eligibility Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. Supplier must submit a proposal detailing the full entertainment plan and final-program scenario to TPB.</li> <li>2. Supplier must also submit the following together with the proposal: <ul style="list-style-type: none"> <li>– Recommended artists/performers and proposed repertoire for the show</li> <li>– Projects/events handled within the last three (3) years, including government projects previously involved with</li> <li>– a sample photo/video documentation of past shows implemented</li> </ul> </li> <li>3. Must have handled at least two (2) government projects/events. Submit a list of at least two (2) completed and handled government projects.</li> <li>4. Conduct of shows/ tour performances abroad is an advantage. Submit a list of completed and handled international performances.</li> </ol> <p><b><u>Technical Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. List of local and international events handled/staged performances</li> <li>3. BIR Registration Certificate with TIN</li> <li>4. Valid Mayor’s Permit / license to operate</li> <li>5. DTI Business Registration / SEC Certificate</li> <li>6. PhilGEPS Certificate/Membership</li> </ol>	
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	<p><b><u>Payment Terms</u></b></p> <ol style="list-style-type: none"> <li>1. Send-bill arrangement after the completion of services; and</li> <li>2. 30-Day upon receipt of the invoice</li> </ol> <p>Note: The supplier must have a Landbank account as payment to the aforementioned 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><u>Contract Person:</u></b></p> <p>For particulars please contact:</p> <p>Ms. Mayette Santillan M.I.C.E. E-mail address: mayette_santillan Tel: (02) 8525-9318 local 227/8525-1153</p> <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	29 April 2022	
ABC	<b>PhP150,000.00</b> inclusive of all applicable charges and taxes	

The last day for submission of **quotation** is not later than 12:00 noon on **8 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 documents to be eligible to participate in the bidding:

1. *Business or Mayor`s Permit/Certification (as of 2022)*
2. *Income/Business Tax Return*
3. *Company Profile*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement Omnibus Sworn Statement*
6. *List of completed and handled projects for the past three (3) years*

**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]*