

## REQUEST FOR QUOTATION

05 April 2022

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

**Quotation No.** TPB-PR.2022.04.108

**PR No.** 3.056

**REQUIREMENTS: SERVICES OF AN EVENTS MANAGEMENT COMPANY (EMC) FOR THE 4TH ASIAN DEFENSE AND SECURITY (ADAS), CRISIS AND DISASTER MANAGEMENT EXHIBITION AND CONFERENCE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>Event:</b> 4th Asian Defense and Security (ADAS), Crisis and Disaster Management Exhibition and Conference <b>Date:</b> 27 - 29 April 2022</p> <p><b>SCOPE OF WORK / DELIVERABLES</b></p> <p><b>A. WELCOME / EVENT BANNERS</b></p> <ul style="list-style-type: none"> <li>• Layout/design to be provided by the end-user</li> <li>• For assistance in requesting approval from relevant authorities for the installation, display, and dismantling of banners</li> <li>• Change in allowable banner size and location to be discussed with TPB and should not exceed the ABC / contracted amount, as applicable</li> <li>• All banners to be posted from 23 - 29 April 2022</li> </ul> <p><b>Note:</b> <u>Please see the attached technical specifications for the banner details.</u></p> <p><b>B. FOOD AND BEVERAGE</b></p> <ul style="list-style-type: none"> <li>• Date: 27 April 2022</li> <li>• Venue: World Trade Center Manila</li> <li>• Number of pax: Hosting of an estimated 50 pax</li> </ul>	P750,000.00	P750,000.00

	<ul style="list-style-type: none"> <li>• Dietary restrictions: To include options for vegan, vegetarian and halal</li> <li>• Set up: Buffet lunch with applicable health and venue protocols</li> <li>• Estimated PHP 2,000 per meal</li> <li>• In coordination with a World Trade Center-affiliated concessionaire/caterer/supplier</li> <li>• To use less plastic waste, as applicable, to promote sustainable tourism</li> </ul> <p><b>C. AMBIENT ENTERTAINMENT</b></p> <ul style="list-style-type: none"> <li>• Live instrumental music</li> <li>• Date: 27 / 28 April 2022 (specific date TBA)</li> <li>• Time: 6:30 pm</li> <li>• Venue: Sunset Pavilion, Sofitel Philippine Plaza</li> <li>• Length of Show: 15 – 20 minutes / minimum 3 rounds</li> </ul> <p><b><i>*Attached the Technical Specifications*</i></b></p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP750,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph) not later than **11 April 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

**ADDITIONAL REQUIREMENTS:**

- DTI Business Registration / SEC Certificate
- Breakdown of Costs
- List of organized and staged at least three (3) onsite events of the same nature
- List of 2 – 3 TPB projects previously handled

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.