

## Request for Quotation

June 2, 2022

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

Quotation No. TPB-PR\_2022.06.178

PR No. 6.002

Requirements : **SERVICES OF AN EVENT MANAGEMENT COMPANY**

Project : **THE 1<sup>ST</sup> PH RIDE WITH PURPOSE: UNITED WE RIDE FOR GREENER FUTURE**  
Date: **25 JUNE 2022**

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 Lot	<p style="text-align: center;"><b>TECHNICAL SPECIFICATION</b></p> <p><b>OBJECTIVES:</b> TPB's support to the said event aims to:</p> <ol style="list-style-type: none"> <li>a. Promote Responsible Motorcycle Riding through the different activities during the event such as Motorcycle Rider Safety Skills Training, Group Riding Protocol Demonstration, Motorcycle Road Test.</li> <li>b. Assist in the promotion of Quezon Province and contribute to the recovery efforts of the local tourism and its economy.</li> <li>c. As part of the Climate Change Effort – support the Daang Kalikasan Project particularly the HOG Manila's tree planting activities and contribute to the carbon neutrality of the motorcycling public.</li> </ol> <p>The TPB needs the services of an Event Management Company for the following:</p> <ol style="list-style-type: none"> <li>a. Set-up and dismantling of TPB Booth to include management of the program for customer activation</li> <li>b. Provision of three themed coffee station</li> </ol>		750,000.00

**SCOPE OF SERVICES AND DELIVERABLES\_**

**Venue: 25 June 2022 in Isla Perlita, Mauban Quezon Province**

**a. Set-up and Dismantling of TPB Booth**

**1. Truss Tent**

- 40"x 40" x 20"H
- Complete set truss roofing system with white canvass
- Dome or House Type

**2. Professional Sound System**

- Digital Mixing Console
- Digital Snake Cable / Stage Box
- Active Stage Monitors
- Active Line or Column Array System
- Active Subwoofers
- Lot of Fly Rig System
- Lot of power and Signal Cables
- 4 Wireless Mics
- 4 Wired Mics

**3. Professional Lighting**

- Digital Lighting Console
- 40 Units Stage Lights ParLED RGB/RGBW
- 16 Units Stage Lights ParLED White Amber
- Lot of Clamps and Light Stands
- 8 Units LED Strips RGB
- 6 Units Moving Heads Beam 280
- Lot of Power and Signal Cables

**4. LED Wall**

- 12" x 9" LED Wall System
- Processor and Sending Box
- Stage Riser / Fly Rig
- Signal and Power Cables
- Switcher
- Playback Laptop

**5. 12" x 20" x 2"H Stage**

- Aluminum Stage with Non-slip Top
- 15 Sets 4"x 4" Stage Set
- Includes Stairs Set

**6. Generator**

- 150Kva with Fuel 14 Hour use/day
- Includes 150m cables

**b. Management of TPB Booth**

- Provide technical assistance in the implementation of customer activation within the TPB Booth (activities and tokens for giveaways c/o TPB), including set-up and dismantling of TPB modular booth
- Provide technical assistance in ensuring peace and order within the TPB Booth
- Provide technical team to manage lights and sounds within the TPB Booth

**c. Provision of Themed Coffee Station**

- Themed Coffee Stations featuring three different Philippine coffees preferably one each from Luzon, Visayas and Mindanao
- Self-service Designed for approximately 2,000 participants from 10am to 10pm on 25 June 2022
- BI or GI Pipe tent System with White Canvas Roofing
- Tent Lighting and Convenience Outlets

**d. Additional Requirements**

- All personnel to be assigned must be fully vaccinated
- RT-PCR test before the event c/o TPB through the partnership with PCMC or Antigen Test c/o supplier
- EMC Personnel Accommodations, transportation and Meal requirements is c/o supplier
- Technical logistic requirements is c/o supplier

**QUALIFICATION OF BIDDER**

1. Bidders must have been in operation as an EMC/event organizer for at least five (5) years.
  - SEC Registration and Articles of Incorporation/DTI/CDA
  - Submit List of all its ongoing and completed government and private contracts within the past five (5) years similar or related to the requirements.
2. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs (submit the CVs):
  1. Project Manager
  2. Technical Director
  3. Technical Support Team

*\*Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.*

**APPROVED BUDGET FOR THE CONTRACT (ABC)**

Approved Budget for the Contract is **SEVEN HUNDRED FIFTY THOUSAND PESOS ONLY (PHP750,000.00)**, inclusive of all applicable 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.

**TERMS OF PAYMENT**

Payment will be on send-bill arrangement to be settled 30-days upon receipt of Billing Statement/Statement of Account. The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

	<p><b>DURATION OF THE CONTRACT:</b></p> <p>The job is a one-time engagement and shall commence from acceptance of the Notice to Proceed.</p> <p><b>Project Officers/ Contact Persons</b>  Domestic Promotions Department:  852-1255/ 8525-9318 loc. 214  Marivic Sevilla  Market Specialist IV, Domestic Promotions Department  marivic_sevilla@tpb.gov.ph</p>		
Terms	30 days upon receipt of invoice		
ABC	Php750,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **June 9, 2022, 12:00 Noon** thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph), subject to the Terms and Conditions attached herewith, duly signed by your representative 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**

Head, Procurement and General Services Division

Contact Person

**SOCRATES G. TORRES**

Contact No

8525-93-18 loc. 266  
soc\_torres@tpb.gov.ph

**Note: All entries must be typewritten in your company letterhead.**

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. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement (Revised)