

13 September 2022

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2022.09.288**
PR No. 9.019

Requirements: **Service Provider for Cultural Show / Entertainment**
Project Title: **21st ASEAN Senior Law Officials Meeting (ASLOM)**
10-14 October 2022

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Service Provider for Cultural Show/Entertainment</p> <p>I. The 21st ASLOM is expecting the participation of around 95 delegates, including 28 delegates from the Department of Justice, and 67 foreign delegates from all participating AMS (i.e. Brunei, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Singapore, Thailand, Vietnam, and the Philippines), including the delegation from the ASEAN Secretariat.</p> <p>Part of the TPB's commitment of support and assistance to ensure the successful conduct of this event is the provision of a Show Emcee/Host during the Opening Ceremony, and a Cultural Entertainment/Presentation, and Show Emcee/Host during the Cultural Night/Gala Dinner, both scheduled on 13 October 2022 at Ballroom II of Hilton Manila.</p> <p>Relative to this, the TPB is in need of the services of a Cultural Entertainment Package Provider to enhance the cultural and unique Philippines</p>	Php200,000.00	Php200,000.00

	<p>experience of the participating AMS and the ASEAN Secretariat.</p> <p>II. OBJECTIVES</p> <p>It is the TPB's mandate to market the Philippines as a major convention destination in Asia. As such, the TPB shall take charge of attracting, promoting, facilitating, and servicing large-scale events, national and international fairs and conventions, congresses, exhibitions, incentive travels, and the like.</p> <p>III. SCOPES OF WORK/SERVICES</p> <p>Specifications:</p> <p>Event : The 21st ASLOM Opening Ceremony and Cultural Night/Gala Dinner</p> <p>Date/Time : 13 October 2022 (Thursday)</p> <p>Venue : Ballroom II, Hilton Manila</p> <p>Audience : 90 pax (28 local; 67 foreign)</p> <p>Length of Show: 30 to 60 minutes</p> <p>Theme/Type : Best of the Philippines and ASEAN folk dances and songs showcasing culture and tradition</p> <p>Package inclusions :</p> <p>1) Show Host/Emcee *Opening Ceremony - 13 October 2022, 9:00 AM Ballroom II, Hilton Manila</p> <p>2) Performers/Performing group and Show Host/Emcee; * Cultural Night/Gala Dinner and Show Host/Emcee - 13 October 2022, 7:00 PM Ballroom II, Hilton Manila</p> <p>IV. REQUIREMENTS</p>		
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	<ol style="list-style-type: none"> 1. The presentation is expected to showcase the best of the Philippines, as well as some ASEAN music, songs, and dances in both traditional/cultural and contemporary genres in a fresh, dynamic, and unique approach, fit for an international audience. 2. The presentation is expected to feature the best and Filipino performers. 3. The presentation's lively music and dance numbers are expected to draw the crowd's attention, with a duration of at least thirty (30) minutes <p>V. SCOPES OF WORK</p> <ol style="list-style-type: none"> 1. The Supplier should provide the costumes and props necessary for the performances; 2. The Supplier shall arrange for, and shoulder travel and other expenses of the performers' and show host/emcee's group and emcee, including airfare/land/sea transportation, accommodation, meals, and other miscellaneous expenses, as needed; 3. The Supplier shall coordinate with the Philippines ASLOM Secretariat prior to the date of the event, to check the venue and other technical requirements for the performances, such as audio, visual, lights and sounds checking, staging, preparation for the emcee spiels, as well as schedule of the dry run, and other requirements for the extensive preparation of the show; 4. The Supplier shall submit a proposal detailing, in full, the entertainment plan and final program to the TPB. <p>VI. OTHER TECHNICAL REQUIREMENTS Please submit the following along with the quotation/proposal:</p> <ol style="list-style-type: none"> 1. Company Profile; 		
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	<p>2. List of local and international events handled/staged performances within the last three (3) years, including government projects previously involved with;</p> <p>3. The Supplier shall submit a proposal, together with the proposal:</p> <ol style="list-style-type: none"> Recommended artists/performers, show hosts/emcees and proposed repertoire for the show A sample photo/video documentation of past performances/shows. implemented <p>VII. ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> Must be Filipino-owned, operating, and legally registered events management company or Performing Group Provider under Philippine laws Must have a minimum of three (3) years of 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. contacts, i.e., various performers of music, songs, and dances. Must have expertise in the conceptualization and in the direction of performance in all fields of Philippines and ASEAN cultural dances. Must have handled at least two (2) government projects/events. Participation in international competitions and conduct of tour performances/ shows abroad is an advantage <p>VIII. PAYMENT TERMS</p> <ol style="list-style-type: none"> Send bill arrangement after the completion of services Must submit in digital format photos of performance 		
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	<p>3. Full payment thirty (30) working days after services are rendered in full/complete and upon receipt of invoice</p> <p>4. The Statement of Account/Billing Statement with detailed costs for all services rendered, to include management fee, should be submitted by the winning bidder for the processing of payment, addressed to: Officer-in-Charge Tourism Promotions Board Philippines 4/F Legaspi Towers 300, Roxas Blvd., Manila</p> <p>5. Payment will be made through the Land Bank of the Philippines (LPB) account. Should the winning bidder not have an account with the LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.</p> <p>For particulars, please contact Ms. Joy Casiano at telephone numbers (02) 8525-9318 loc 220 or email at joy_casiano@tpb.gov.ph.</p> <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> PhilGEPS Certificate Mayor's Business Permit SEC/DTI Registration Certificate BIR Registration /TIN Omnibus Sown Statement (Annex "B") Company profile (New Supplier) Statement of Compliance to the Technical Specification (Annex "A") <p>ATTACHEMENTS:</p> <p>- Technical Specification (Annex "A")</p> <p>NOTE:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specification (Annex "A") All entries must be typewritten on your company letterhead. Price Validity shall be for a period of thirty (30) calendar days. 		
Terms	30 days from receipt of Invoice		
Delivery	30 days upon receipt of Notice to Proceed		

	(NTP)		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php200,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **19 September 2022 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.


ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

ANNEX “A”

TECHNICAL SPECIFICATION			
Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder’s Statement of Compliance
A.	21st ASEAN Senior Law Officials Meeting (ASLOM) 10-14 October 2022 Hilton Manila	1 Lot	
	<p>I. BACKGROUND</p> <p>The Philippines Department of Justice (DOJ) is the lead Philippine agency for the ASEAN Senior Law Officials Meeting (ASLOM) and the ASEAN Law Ministers Meeting (ALAWMM). ASLOM was first conceptualized in Indonesia in 1985. It was based on the ASEAN Ministerial Understanding on the Organizational Arrangement for Cooperation in the Legal Field signed by the ASEAN Ministers of Justice, Ministers of Law and Attorneys General, who met in Bali on 11-12 April 1986. Under this arrangement, the Ministers agreed on the legal cooperation among the ASEAN Member States (AMS).</p> <p>The present ASLOM serves as the forum through which the senior law officials from the ASEAN Departments/Ministries of Justice/Attorneys General’s Chambers deliberate and make recommendations to the ALAWMM on legal issues of common interest to the AMS with a view to promoting greater ASEAN cohesion and integration. The ALAWMM then deliberates and decides on the recommendations of the ASLOM. The Secretary of Justice leads the Philippines in the ALAWMMs, while the Chief</p>		

	<p>State Counsel leads the Philippines in the ASLOMs.</p> <p>Among the important ASLOM/ALAWMM initiatives that have been adopted by the ASEAN are: the ASEAN Mutual Legal Assistance Treaty in Criminal Matters (ASEAN MLAT), the Model ASEAN Extradition Treaty and ASEAN Law Forum (ALF). The expertise of the ASLOM and ALAWMM members were also utilized in the development of the ASEAN Convention on Counter-Terrorism and ASEAN Convention Against Trafficking in Persons, Especially Women and Children, both of which are already in force in all the AMS.</p> <p>At the 20th ASLOM on 25-26 October 2021, the Philippines informed the Meeting that the Philippines is excited to host the 21st ASLOM physically. After two (2) ASLOMs (19th and 20th) held virtually, the 21st ASLOM, is the first in-person meeting.</p> <p>The 21st ASLOM is expecting the participation of around 95 delegates, including 28 delegates from the Department of Justice, and 67 foreign delegates from all participating AMS (i.e. Brunei, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Singapore, Thailand, Vietnam, and the Philippines), including the delegation from the ASEAN Secretariat.</p> <p>Part of the TPB's commitment of support and assistance to ensure the successful conduct of this event is the provision of a Show Emcee/Host during the Opening Ceremony, and a Cultural Entertainment/Presentation, and Show Emcee/Host during the Cultural Night/Gala Dinner, both scheduled on 13 October 2022 at Ballroom II of Hilton Manila.</p> <p>Relative to this, the TPB is in need of the services of a Cultural Entertainment Package Provider to enhance the cultural and unique Philippines experience of the participating AMS and the ASEAN Secretariat.</p>		
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	II. OBJECTIVES It is the TPB's mandate to market the Philippines as a major convention destination in Asia. As such, the TPB shall take charge of attracting, promoting, facilitating, and servicing large-scale events, national and international fairs and conventions, congresses, exhibitions, incentive travels, and the like.		
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	V. SCOPES OF WORK		

	<ol style="list-style-type: none"> 1. The Supplier should provide the costumes and props necessary for the performances; 2. The Supplier shall arrange for, and shoulder travel and other expenses of the performers' and show host/emcee's group and emcee, including airfare/land/sea transportation, accommodation, meals, and other miscellaneous expenses, as needed; 3. The Supplier shall coordinate with the Philippines ASLOM Secretariat prior to the date of the event, to check the venue and other technical requirements for the performances, such as audio, visual, lights and sounds checking, staging, preparation for the emcee spiels, as well as schedule of the dry run, and other requirements for the extensive preparation of the show; 4. The Supplier shall submit a proposal detailing, in full, the entertainment plan and final program to the TPB. 		
	<p>VI. OTHER TECHNICAL REQUIREMENTS Please submit the following along with the quotation/proposal:</p> <ol style="list-style-type: none"> 1. Company Profile; 2. List of local and international events handled/staged performances within the last three (3) years, including government projects previously involved with; 3. The Supplier shall submit a proposal, together with the proposal: <ol style="list-style-type: none"> a. Recommended artists/performers, show hosts/emcees and proposed repertoire for the show b. A sample photo/video documentation of past performances/shows. implemented 		
	<p>VII. ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be Filipino-owned, operating, and legally registered events management company or Performing Group Provider under Philippine laws 2. Must have a minimum of three (3) years of experience in organizing medium-scale events and performances of dances ranging from traditional, cultural, classic, folk, ballroom, modern, 		

	<p>and contemporary genres, featuring Filipino artists and talents.</p> <ol style="list-style-type: none"> Must have a wide network of talented contacts, i.e., various performers of music, songs, and dances. Must have expertise in the conceptualization and in the direction of performance in all fields of Philippines and ASEAN cultural dances. Must have handled at least two (2) government projects/events. Participation in international competitions and conduct of tour performances/ shows abroad is an advantage. 		
	<p>VIII. STANDARD LEGAL REQUIREMENTS FOR SMALL VALUE PROCUREMENT</p> <p>Please submit the following along with the quotation/proposal:</p> <ol style="list-style-type: none"> SEC/DTI Registration Certificate Valid Business/Mayor's Permit Philippine Government Electronic Procurement Systems (PHILGEPS) Accreditation Omnibus Sworn Statement BIR Registration Certificate with TIN, as applicable 		
	<p>VII. PAYMENT TERMS</p> <ol style="list-style-type: none"> Send bill arrangement after the completion of services Must submit in digital format photos of performance Full payment thirty (30) working days after services are rendered in full/complete and upon receipt of invoice The Statement of Account/Billing Statement with detailed costs for all services rendered, to include management fee, should be submitted by the winning bidder for the processing of payment, addressed to: Officer-in-Charge Tourism Promotions Board Philippines 4/F Legaspi Towers 300, Roxas Blvd., Manila Payment will be made through the Land Bank of the Philippines (LPB) account. Should the winning bidder not have an account with the LBP, bank 		

	charges to a preferred alternate bank will be shouldered by the bidder.		
	<u>SCHEDULE OF REQUIREMENTS</u>		
	PROJECT TIMELINE: Must be delivered within thirty (30) calendar days upon receipt of Notice to Proceed (NTP) after which liquidated damages shall be imposed.		
	<u>TERMS OF PAYMENT</u>		
	1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement. 2. The supplier must have a Land bank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Land bank account, bank charges will be shouldered by the supplier.		

I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]