

12 October 2022

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2022.10.343**
PR No. 10.034

Requirements: **Service Provider for Cultural Show / Entertainment**
Project Title: **TESDA's 2nd Meeting of the ASEAN TVET Council (ATC) 17-18 November 2022, Manila**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Service Provider for Cultural Show/Entertainment</p> <p>I. BACKGROUND</p> <p>The Philippines, through the TESDA, is the Chair of the ASEAN TVET Council (ATC) for 2020-2022. The ATC meeting is a regular ASEAN meeting attended by senior officials of ASEAN Member States from the economic, labor, and education Ministries, as well as the heads of Southeast Asian Ministers of Education Organization (SEAMEO) Secretariat, ASEAN Future Workforce Council (AFWC), ASEAN Confederation of Employers (ACE), and ASEAN Trade Union Council (ATUC), and representatives from the ATC Secretariat.</p> <p>The TPB, through its MICE Plus Program, is supporting TESDA's ATC event through the sponsorship of cultural show in one of their scheduled activities.</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,</p>	Php150,000.00	Php150,000.00

	<p>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 : 2nd ASEAN TVET Council Meeting</p> <p>Date/Time : 17 November 2022 (Thursday)</p> <p>Venue : Manila</p> <p>Audience : More than 70 Foreign and Local Senior Officials from Economic, Labour and Education Ministries and other related agencies.</p> <p>Theme/Type : Best of Philippine dances showing Luzon, Visayas and Mindanao culture.</p> <p>Show Duration : 20-30 minutes lively Philippine cultural dance and song presentation with audience participation</p> <ol style="list-style-type: none"> 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 for an international audience. 2. The presentation should include snippet of Asian dances and songs should be part of the presentation to foster camaraderie with other Asian delegates. 3. The entertainment company must be flexible in dividing the dance 		
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	<p>presentation into sets as deemed fit in the program.</p> <ol style="list-style-type: none"> 4. The presentation should be appropriate to the event and venue 5. The entertainment company shall provide the costumes and props necessary for the performances 6. Supplier shall arrange for, and shoulder, the performers' professional fees and production assistants; travel and other expenses, land transportation, accommodation, meals, and other miscellaneous expenses, as needed 7. 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 the show <p>IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date) 17 November 2022</p> <p>V. ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be a Filipino owned operated and legally registered Performing Group Provider under Philippine laws. 2. Must have a minimum of 3 years-experience in organizing medium scale events and performances of dances ranging from folk, ballroom, modern and contemporary genres, featuring Filipino artists and talents 3. Must have the expertise in the conceptualization and in the direction of performance in all fields of cultural dances 4. Participation in world dance competitions or cultural performance overseas in the past 3 years (submit listing) 		
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	<p>5. Must have handled at least two (2) government projects/events (submit listing)</p> <p>6. Must have handled projects/shows within the last three-years (submit listing)</p> <p>7. Must submit a company profile</p> <p>VII. PAYMENT TERMS</p> <p>A. Send bill arrangement</p> <p>B. Must submit in digital format photos of performance</p> <p>C. Full payment 30 working days or after services are rendered in full/complete</p> <p>D. The following document should be submitted by the winning bidder for the processing of payment:</p> <ul style="list-style-type: none"> • Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to: <p>Chief Operating Officer/Officer-in-Charge c/o The MICE Department Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> <p>E. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.</p> <p>For particulars, please contact Ms. Joy Contact Persons:</p> <p>Ms. Eloisa A. Romero Acting Head, Events Marketing & Services Division, MICE Department</p>		
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	<p>Eloisa_romero@tpb.gov.ph</p> <p>Ms. Mary Ann Caramat Project Officer, Events Marketing & Services Division, MICE Department Maryann_caramat@tpv.gob.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) <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	November 17, 2022		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php150,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **17 October 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

12 October 2022
Acting Head, Procurement and General Services Division

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

<u>TECHNICAL SPECIFICATION</u>			
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.	Service Provider for Cultural Show/Entertainment for the TESDA's 2nd Meeting of the ASEAN TVET Council (ATC) 17-18 November 2022, Manila	1 Lot	
	<p>I. BACKGROUND</p> <p>Service Provider for Cultural Show/Entertainment</p> <p>I. The Philippines, through the TESDA, is the Chair of the ASEAN TVET Council (ATC) for 2020-2022. The ATC meeting is a regular ASEAN meeting attended by senior officials of ASEAN Member States from the economic, labor, and education Ministries, as well as the heads of Southeast Asian Ministers of Education Organization (SEAMEO) Secretariat, ASEAN Future Workforce Council (AFWC), ASEAN Confederation of Employers (ACE), and ASEAN Trade Union Council (ATUC), and representatives from the ATC Secretariat.</p> <p>The TPB, through its MICE Plus Program, is supporting TESDA's ATC event through the sponsorship of cultural show in one of their scheduled activities.</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, congress, exhibitions, incentive travels and the like.</p>		
	<p>III. SCOPES OF WORK/SERVICES</p> <p>Specifications:</p> <p>Event : 2nd ASEAN TVET Council (ATC) Meeting</p>		

	<p>Date/Time : 17 November 2022 (Thursday)</p> <p>Venue : Manila</p> <p>Audience : More than 70 Foreign and Local Senior Officials from Economic, Labour and Education Ministries and other related agencies.</p> <p>Theme/Type : Best of Philippine dances showing Luzon, Visayas and Mindanao culture.</p> <p>Show Duration : 20-30 minutes lively Philippine cultural dance and song presentation with audience participation</p> <ol style="list-style-type: none"> 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 for an international audience. 2. The presentation should include snippet of Asian dances and songs should be part of the presentation to foster camaraderie with other Asian delegates. 3. The entertainment company must be flexible in dividing the dance presentation into sets as deemed fit in the program. 4. The presentation should be appropriate to the event and venue 5. The entertainment company shall provide the costumes and props necessary for the performances 6. Supplier shall arrange for, and shoulder, the performers' professional fees and production assistants; travel and other expenses, land transportation, accommodation, meals, and other miscellaneous expenses, as needed 7. 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 the show 		
	<p>IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)</p> <p>17 November 2022</p>		

	<p>V. ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be a Filipino owned operated and legally registered Performing Group Provider under Philippine laws. 2. Must have a minimum of 3 years-experience in organizing medium scale events and performances of dances ranging from folk, ballroom, modern and contemporary genres, featuring Filipino artists and talents 3. Must have the expertise in the conceptualization and in the direction of performance in all fields of cultural dances 4. Participation in world dance competitions or cultural performance overseas in the past 3 years (submit listing) 5. Must have handled at least two (2) government projects/events (submit listing) 6. Must have handled projects/shows within the last three-years (submit listing) 7. Must submit a company profile 		
	<p>VI. PAYMENT TERMS</p> <ol style="list-style-type: none"> A. Send bill arrangement B. Must submit in digital format photos of performance C. Full payment 30 working days or after services are rendered in full/complete D. The following document should be submitted by the winning bidder for the processing of payment: <ul style="list-style-type: none"> • Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to: <p>Chief Operating Officer/Officer-in-Charge c/o The MICE Department Tourism Promotions Board</p> 		

	4/F Legaspi Towers 300, Roxas Blvd., Manila 1100		
	E. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.		
	<u>SCHEDULE OF REQUIREMENTS</u>		
	<u>TERMS OF PAYMENT</u>		
	<ol style="list-style-type: none"> 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]