

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 2022.10.344**
PR No. 10.035

Requirements: **Service Provider for Cultural Show / Entertainment**
Project Title: **SBC CO., LTD incentive Travel Group 6 to 10 November 2022 / Mactan Cebu**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Service Provider for Cultural Show/Entertainment</p> <p>I. BACKGROUND</p> <p>SBC Co. Ltd. is a Japanese firm with branches in Himeji (Hyogo Prefecture) and Tokyo. The company engages in cooperative general support business, management consulting business, technical intern trainee acceptance support business, WEB/DTP design business, and Japanese language school business with 128 employees and JPY1.70 billion sales in 2021.</p> <p>SBC Co. Ltd. has selected the Philippines this year over other competitors, including Thailand and Vietnam, as its incentive travel destination. The company will bring 80 of its employees to Cebu on 6-10 November 2022, staying at J. Park Island Resort and Water Park.</p> <p>Our DOT Office in Osaka made the initiative to bid and bring this incentive group to the Philippines by pursuing the travel handler of the same. Now that it has been confirmed in Cebu, DOT-Osaka is coordinating various arrangements for the group in order to deliver its promise</p>	Php180,000.00	Php180,000.00

	<p>of a pleasant experience in the Philippines.</p> <p>The TPB-MICE Department is supporting this incentive travel group by providing cultural entertainment during their dinner on 8 November 2022 at Jpark Island Resort and Waterpark Mactan.</p> <p>II. OBJECTIVES</p> <p>Following the TPB's mandate to market and promote the Philippines as a major convention destination in Asia, taking charge of attracting relative events such as national and international fairs and conventions, congress, exhibitions, incentive travels, provision of cultural entertainment for this incentive travel group will enhance their overall tourist experience in the country.</p> <p>III. SCOPES OF WORK/SERVICES</p> <p>Specifications:</p> <p>Event : SBC Co. Ltd., Incentive Travel Group</p> <p>Date/Time : 6-10 November 2022, Evening</p> <p>Venue : JPark Island Resort and Waterpark Mactan</p> <p>Audience : 80-85 Employees of SBC Co. Ltd.,</p> <p>Theme/Type : Best of Philippine culture showcasing folkdance of Luzon, Visayas and Mindanao.</p> <p>Show Duration : 15-20 minutes lively Philippine cultural entertainment including Sinulog, with audience participation</p>		
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	<ol style="list-style-type: none"> 1. The presentation should depict the best of Philippine music, songs, and dances (including Sinulog), in both traditional and contemporary genres in a fresh, dynamic and unique approach, fit for an international audience. 2. The cultural entertainment group must be flexible in performing different folk dance genres as deemed fit in the program. 3. The presentation should be appropriate to the profile of the event and venue. 4. The cultural entertainment group shall provide their own costume, props, and other decorations necessary for the performance. 5. The cultural entertainment group shall arrange and shoulder the performers' talent fees including their production assistant/s; travel expenses such as shuttle service, accommodation (if there is a need), meals, and other miscellaneous expenses. 6. The cultural entertainment group shall coordinate with the venue ahead of time regarding their technical requirements such as lights and sounds, AVP equipment, staging, emcee spiels (if any), schedule of the dry run, and other elements of the show. <p>IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date) 8 November 2022, Tuesday at 6:00 pm onwards</p> <p>V. ELIGIBILITY REQUIREMENTS</p>		
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	<ol style="list-style-type: none"> 1. Must be Filipino-owned, and legally registered as Performing Group Provider under Philippine laws. 2. Must have a minimum experience of three (3) years in organizing medium-scale events and dance performances from folk, ballroom, modern and contemporary genres, featuring Filipino artists and talents. 3. Must be competent in conceptualizing and directing cultural performances in all genres. 4. Must have engaged in similar projects and events, organized either by public or private sector companies in the past three (3) years (submit listing). 5. Must submit a company profile. <p>VII. PAYMENT TERMS</p> <ol style="list-style-type: none"> 1. Send bill arrangement 2. Must submit in digital file photos of the actual performance. 3. Full payment 30 working days or after services are rendered in full/complete 4. The following document should be submitted by the winning bidder in processing the 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 the: <p>Chief Operating Officer/Officer-in-Charge Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p>		
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	<p>5. 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>VII. ADDITIONAL INFORMATION</p> <p>Contact Persons:</p> <p>Ms. Raquel Ruth Tria-Joya Acting Head, Sales and Accounts Management Division MICE Department E: raquel_joya@tpb.gov.ph</p> <p>Ms. Mikaela Fuentes Convention Services Officer, Sales and Accounts Management Division MICE Department mikaela_fuentes@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>ATTACHMENTS:</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	8 November 2022, Tuesday at 6:00 pm onwards		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php180,000.00

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

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.	Service Provider for Cultural Show / Entertainment for the SBC CO., LTD incentive Travel Group 6 to 10 November 2022 / Mactan Cebu	1 Lot	
	<p>I. BACKGROUND</p> <p>Service Provider for Cultural Show/Entertainment</p> <p>I. SBC Co. Ltd. is a Japanese firm with branches in Himeji (Hyogo Prefecture) and Tokyo. The company engages in cooperative general support business, management consulting business, technical intern trainee acceptance support business, WEB/DTP design business, and Japanese language school business with 128 employees and JPY1.70 billion sales in 2021.</p> <p>SBC Co. Ltd. has selected the Philippines this year over other competitors, including Thailand and Vietnam, as its incentive travel destination. The company will bring 80 of its employees to Cebu on 6-10 November 2022, staying at J. Park Island Resort and Water Park.</p> <p>Our DOT Office in Osaka made the initiative to bid and bring this incentive group to the Philippines by pursuing the travel handler of the same. Now that it has been confirmed in Cebu, DOT-Osaka is coordinating various arrangements for the group in order to deliver its promise of a pleasant experience in the Philippines.</p> <p>The TPB-MICE Department is supporting this incentive travel group by providing cultural entertainment during their dinner on 8</p>		

	November 2022 at Jpark Island Resort and Waterpark Mactan.		
	II. OBJECTIVES Following the TPB's mandate to market and promote the Philippines as a major convention destination in Asia, taking charge of attracting relative events such as national and international fairs and conventions, congress, exhibitions, incentive travels, provision of cultural entertainment for this incentive travel group will enhance their overall tourist experience in the country.		
	III. SCOPES OF WORK/SERVICES Specifications: Event : SBC Co. Ltd., Incentive Travel Group Date/Time : 6-10 November 2022, Evening Venue : JPark Island Resort and Waterpark Mactan Audience : 80-85 Employees of SBC Co. Ltd., Theme/Type : Best of Philippine culture showcasing folkdance of Luzon, Visayas and Mindanao. Show Duration : 15-20 minutes lively Philippine cultural entertainment including Sinulog, with audience participation 1. The presentation should depict the best of Philippine music, songs, and dances (including Sinulog), in both traditional and contemporary genres in a fresh, dynamic and unique approach, fit for an international audience. 2. The cultural entertainment group must be flexible in performing different folk dance genres as deemed fit in the program. 3. The presentation should be appropriate to the profile of the event and venue. 4. The cultural entertainment group shall provide their own costume, props, and other decorations necessary for the performance.		

	<p>5. The cultural entertainment group shall arrange and shoulder the performers' talent fees including their production assistant/s; travel expenses such as shuttle service, accommodation (if there is a need), meals, and other miscellaneous expenses.</p> <p>6. The cultural entertainment group shall coordinate with the venue ahead of time regarding their technical requirements such as lights and sounds, AVP equipment, staging, emcee spiels (if any), schedule of the dry run, and other elements of the show.</p>		
	<p>IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date) 8 November 2022, Tuesday at 6:00 pm onwards</p>		
	<p>V. ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be Filipino-owned, and legally registered as Performing Group Provider under Philippine laws. 2. Must have a minimum experience of three (3) years in organizing medium-scale events and dance performances from folk, ballroom, modern and contemporary genres, featuring Filipino artists and talents. 3. Must be competent in conceptualizing and directing cultural performances in all genres. 4. Must have engaged in similar projects and events, organized either by public or private sector companies in the past three (3) years (submit listing). 5. Must submit a company profile. 		
	<p>VI. PAYMENT TERMS</p> <ol style="list-style-type: none"> 1. Send bill arrangement 2. Must submit in digital file photos of the actual performance. 3. Full payment 30 working days or after services are rendered in full/complete 		

	<p>4. The following document should be submitted by the winning bidder in processing the 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 the: <p>Chief Operating Officer/Officer-in-Charge Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> <p>5. 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>		
	<u>SCHEDULE OF REQUIREMENTS</u>		
	<u>TERMS OF PAYMENT</u>		
	<p>1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</p> <p>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.</p>		

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]