

## REQUEST FOR QUOTATION

4 October 2022

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

**Quotation No.** TPB-PR.2022.10.322

**PR No.** 9.044

**REQUIREMENTS: SERVICES OF AN EVENTS MANAGEMENT COMPANY FOR THE ANIMATOR AND GIVEAWAYS REQUIREMENTS FOR THE PHILIPPINE PARTICIPATION AT THE WORLD TRAVEL MARKET 7-9 NOVEMBER 2022, LONDON**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>I. <u>SCOPE OF SERVICES</u></b></p> <p><b>A. ANIMATOR/S – MASSEUSE / MASSAGE THERAPIST or CHEF</b></p> <p>Requirement: 1-2 Masseuses / Chef</p> <p>Date/Venue: 07 November 2022 – ExCel and The Wharf, London (1000H to 2200H) 08 November 2022 – ExCel, London (1000H to 1800H) 09 November 2022– ExCel, London (1000H to 1800H)</p> <p>Length: Masseuse 10 - 15 minutes per session (head and shoulder Hilot) *with 5 minute breaks in between *20 – 30 pax depending on the agreed time allotted per person</p> <p>Chef Food demonstrations at the stand – tentative 2 sessions per day Food tasting of the dishes prepared at the stand</p> <p><b>1. GUIDELINES:</b></p> <p>For Masseuse</p>	PhP475,965.00	PhP475,965.00
			<b>TOTAL AMOUNT:</b> PhP475,965.00

	<ul style="list-style-type: none"> <li>• Masseuses from well-established wellness resorts in the country, preferably accessible from Manila by land</li> <li>• They should be knowledgeable and can perform Hilot massage</li> <li>• They can communicate well in English</li> <li>• They should have a valid passport (at least 6 months) and fully vaccinated with preferably 1 booster</li> </ul> <p>For Chef</p> <ul style="list-style-type: none"> <li>• Must be advocating the slow food movement and an expert of Philippine cuisine</li> <li>• Preferably knowledgeable of Kapampangan or Bicolano dishes</li> <li>• Should have a valid passport (at least 6 months) and fully vaccinated with preferably 1 booster</li> </ul> <p><b>2. ENTERTAINMENT PACKAGE INCLUSIONS:</b> The financial proposal of the production house should cover the following expenditures:</p> <ul style="list-style-type: none"> <li>• For the masseuse <ul style="list-style-type: none"> <li>- Public Liability Insurance of the masseuses, should the establishment fail to provide</li> <li>- Registration and applications fees at the local government</li> <li>- Masseuses' uniform</li> </ul> </li> <li>• For the chef - Documents required by the organizers</li> <li>• International and Domestic (as need be) Accommodation with breakfast with single/twin/triple-sharing arrangements for the duration of the project (preferably same hotel where the TPB delegation is billeted in London) depending on how many animator/s will be tapped</li> <li>• International air tickets (rebookable, reroutable and refundable) of the animators departing on 05 November leaving 10 November</li> <li>• Travel insurance for the duration of the animators' stay in London, UK</li> <li>• Allowance/per diem at USD75.00/person/day of all the performers and animators for the duration of the travel dates (05 - 10 November)</li> <li>• Extra baggage allowance, as need be</li> <li>• Visa fees and application of the animators</li> <li>• Logistical requirements of the animators <ul style="list-style-type: none"> <li>○ visa application</li> <li>○ local transfers</li> <li>○ airport transfers</li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>• Administrative costs and other miscellaneous expenses</li> <li>• Hotel/airport transfer (airport-hotel-venue-hotel-airport) in Manila, as need be</li> <li>• RT-PCR test or other safety protocol that may need be</li> </ul> <p><b>3. TPB DELIVERABLES:</b></p> <ul style="list-style-type: none"> <li>• Liaise with wellness resort for availability of the masseuses/chef</li> <li>• Assistance/endorsement in visa application</li> <li>• Technical requirements</li> </ul> <p><b>4. ADDITIONAL REQUIREMENTS</b></p> <p>Submission of the following documents to event organizers thru TPB/DOT-UK:</p> <ul style="list-style-type: none"> <li>• Public Liability Insurance of the animators</li> <li>• Resume/CV with list of qualifications of animators</li> <li>• Risk assessment</li> <li>• Local authority permits (PHP 20,000.00)</li> </ul> <p>Note: The priority is to send masseuse/s for the event. However, should there be challenges with securing the necessary documents as required by the organizers, a chef maybe in lieu of the masseuse as animator, subject to the agreement with the booth contractor to add a kitchen and availability of the chef.</p> <p><b><u>In the event, there will be problems with the visa processing, availability and revision of the stand layout, TPB shall advise the winning bidder to only supply the giveaway requirements.</u></b></p> <p><b>B. GIVEAWAYS, BOOTH DECOR AND ITEMS FOR SAMPLING</b></p> <p>Requirements : Wellness items/decors and giveaways, items for sampling at the stand</p> <p>Type : Massage/Essential oils (virgin coconut oil), a variety of Philippine flavored teas with locally sourced ingredients</p> <p>Quantity : Giveaways</p> <ul style="list-style-type: none"> <li>• 40 sets of VIP giveaways</li> <li>• 120 pieces of high-quality giveaways</li> <li>• 120 pieces of giveaways</li> </ul> <p>Items for sampling and decors at the stand:</p>		
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	<ul style="list-style-type: none"> <li>• 450 teabags of assorted Phil flavored teas (e.g. lemongrass, pandan, turmeric, ginger, etc.)</li> <li>• 15 bottles of locally made massage (at least 100ml each) and 15 bottles of essential oils (at least 6ml each) for the duration of the event featuring Philippine ingredients (e.g. coconut oil, lemongrass, etc.)</li> <li>• Locally made scented oils and 5 reed diffuser featuring Philippine ingredients for duration of 3 days and would cover an area of 500sqm</li> <li>• 2 sets of Philippine textiles and decors (e.g. Phil textile pillowcase, throw blanket, masseuse uniform top with weave)</li> </ul> <ol style="list-style-type: none"> <li>1. VIP giveaways must contain 3 items of locally made products related to wellness <ol style="list-style-type: none"> <li>a. 1 bottle of 10ml – Essential Oil</li> <li>b. 1 bottle of 60ml – VCO Massage Oil</li> <li>c. 5pcs. Variety of Tea Bags</li> </ol> </li> <li>2. 120 pieces of Essential Oil Travel Kit Set</li> <li>3. 120 pieces of Tea Sample Set in handwoven pouch</li> <li>4. All giveaway items must be packaged in locally made materials such as sinamay, abaca and include Compliments by Tourism Promotions Board card with a short description of the item to be approved by TPB</li> <li>5. Items must be delivered to TPB office at least a week or earlier prior 30 October 2022 in time for the event.</li> </ol> <p><b>II. <u>PROJECT SCHEDULE</u></b></p> <p>See attached tech. specs. for the implementation schedule.</p> <p><b>III. <u>TECHNICAL ELIGIBILITY REQUIREMENTS</u></b></p> <ul style="list-style-type: none"> <li>• Must be a Filipino-owned, operated, and legally registered event management company under Philippine laws or a government agency mandated to promote Philippine arts and culture;</li> <li>• The event management company must have a minimum of 3 years of experience in packaging entertainment programs for large-scale events and world-class entertainment productions featuring Filipino artists and talents and provider of giveaways and promotional items;</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);</li> <li>• Must have a good reputation in the field of corporate launches and events utilizing both entertainment and arts management components;</li> <li>• Sample items or photos must be included in the submission of the proposal. Kindly refer to the attached photos for preferred items.</li> <li>• Billing will be based on the actual number of masseuse/s and giveaways approved by the TPB.</li> </ul> <p><b>IV. <u>APPROVED BUDGET:</u></b></p> <p>The approved budget is FOUR HUNDRED SEVENTY-FIVE THOUSAND NINE HUNDRED SIXTY-FIVE PESOS (PHP 475,965.00) inclusive of all applicable taxes. Cost of items in the bid should be broken down. Recommended items must also be included in the proposal. The winning bid shall be determined through Lowest Calculated and Responsive Bid, provided that the amount of bid does not exceed the abovementioned approved budget.</p> <p>Contact:  Tourism Promotions Board Philippines  4<sup>th</sup> Flr., Legaspi Towers 300  Roxas Blvd., Manila City  T: +63 2 8525 9318 loc 287  E: <a href="mailto:faye_mendoza-how@tpb.gov.ph">faye_mendoza-how@tpb.gov.ph</a></p> <p><b><i>*See attached Technical Specifications*</i></b></p> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Income/Business Tax Return</li> <li>4. Omnibus Sworn Statement</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.  Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP475,965.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **janet\_villafranca@tpb.gov.ph** not later than **13 October 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.

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, PGSD

Contact Person : **Janet Villafranca**  
Contact Number : (8) 525-9318 local 270