

REQUEST FOR QUOTATION

02 November 2022

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

Quotation No. TPB-PR.2022.11.394

PR No. 10.077

REQUIREMENTS: SERVICE PROVIDER OF AMBIENT ENTERTAINMENT FOR THE ASSOCIATIONS SUMMIT 10

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount														
1 LOT	<p>SERVICE PROVIDER SERVICE PROVIDER FOR THE AMBIENT ENTERTAINMENT OF THE ASSOCIATIONS SUMMIT 10</p> <p>SCOPE OF WORK/SERVICES</p> <table border="1"> <tr> <td>Event</td> <td>Associations Summit 10 Networking Session</td> </tr> <tr> <td>Date Time</td> <td>23 November 2022, Wednesday, 5:00 pm – 6:00 pm (indicative)</td> </tr> <tr> <td>Venue</td> <td>Philippine International Convention Center (PICC) [specific venue TBA]</td> </tr> <tr> <td>Type of entertainment</td> <td>Ambient entertainment with lights and sounds setup</td> </tr> <tr> <td>Number of Pax</td> <td>Up to 300 pax</td> </tr> <tr> <td>Audience Profile</td> <td>Leaders from the corporate and association sectors 15 – 20 foreign guests</td> </tr> <tr> <td>Duration</td> <td>Approximately 1 hour (indicative) or less</td> </tr> </table> <p>The Production House/Company should be able to deliver the following:</p>	Event	Associations Summit 10 Networking Session	Date Time	23 November 2022, Wednesday, 5:00 pm – 6:00 pm (indicative)	Venue	Philippine International Convention Center (PICC) [specific venue TBA]	Type of entertainment	Ambient entertainment with lights and sounds setup	Number of Pax	Up to 300 pax	Audience Profile	Leaders from the corporate and association sectors 15 – 20 foreign guests	Duration	Approximately 1 hour (indicative) or less	PhP205,000.00	PhP205,000.00
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	<p>1. Form a Production Team to oversee light & sound and other physical and technical requirements, including, as needed, but not limited to the following:</p> <ul style="list-style-type: none"> a. Performers/Musicians b. Director c. Stage Manager d. Script Writer e. Venue/stage designer f. Technical (light and sound) Director g. Production Manager h. Graphic designer (for digital graphics and presentations) <p>2. Live instrumental music for a total of 30 minutes (including intervals) – preferably using sustainable materials</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> 1. Company Profile 2. SEC Registration Certificate 3. List of completed at least three (3) projects with TPB/DOT and/or other government agencies. 4. List of performing in events within three (3) years. <p>LEGAL REQUIREMENTS</p> <ul style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor’s permit 3. Income/Business Tax Return 4. Omnibus Sworn Statement <p>Attachments:</p> <ul style="list-style-type: none"> 1. Technical Specifications <p>Note:</p> <ul style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of the invoice		

ABC	Approved Budget for the Contract (ABC) is PhP205,000.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **07 November 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

02 November 2022

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

(MISS) GENESIS WEIYN B. LEE
(8) 525-7312 local 266