

## REQUEST FOR QUOTATION

15 November 2022

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

**Quotation No.** TPB-PR.2022.11.424

**PR No.** 10.069

**REQUIREMENTS: SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE TOURISM PROMOTIONS BOARD (TPB) MEMBERS' NIGHT**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE TOURISM PROMOTIONS BOARD (TPB) MEMBERS' NIGHT</b></p> <p><b>I. SCOPE OF WORK/SERVICES</b></p> <p><b><u>A. EVENT PROPER AND CULTURAL ENTERTAINMENT</u></b></p> <p><b>Date:</b> 16 December 2022  <b>Time:</b> 16:00 (assembly)  18:00 (performance)  <b>Venue:</b> PICC  <b>Audience:</b> 400 pax  <b>Event theme and performance:</b>  Supplier to present two (2) options  Live entertainment should include music and dance presentation for two (2) hrs</p> <p>1. Planning and execution of the event proper to include one (1) Master of Ceremony (MC). <b><u>Must have a minimum of two (2) years of relevant experience supported by CV.</u></b></p> <p>2. Provide venue set- up and lay out as well as the physical and technical requirements subject for approval of</p>	PhP990,000.00	PhP990,000.00

	<p>TPB. Must submit at least five (5) working days prior the event.</p> <p>3. The EMC shall provide required instruments, sound and lighting equipment, costume and props, as well as meals, transportation, and other requirements for the show and performers.</p> <p>*Equipment requirements and compatibility shall be in coordination with the venue.</p> <p>4. The presentation must be appropriate with the built-in stage of the venue.</p> <p>5. In view of health and safety protocols, audience interaction will not be included in the performance.</p> <p><b><u>B. PHOTO AND VIDEO COVERAGE</u></b></p> <ul style="list-style-type: none"> <li>• Provision of one (1) professional videographer and one (1) professional photographer to cover the entire program and a 3-4 minutes event highlight video to be played before the event ends (Same Day Edit)</li> <li>• Submission of a consolidated output stored in a hard drive, two (2) copies, three (3) working days after the event</li> </ul> <p><b><u>C. HOLOGRAPHIC PHOTOBOOTH PACKAGE</u></b></p> <ul style="list-style-type: none"> <li>• Two (2) sets of booth</li> <li>• Unlimited use of 3-hour booth operation</li> <li>• Professional Studio Lights</li> <li>• Customized photo layout (Initial layout to be submitted 5 working days prior the event, subject for approval of TPB)</li> <li>• Customized Hologram printing</li> <li>• Photo PRINTOUT per session</li> </ul>		
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	<ul style="list-style-type: none"> <li>● Setup and Dismantle</li> <li>● Soft copy of photos stored in a hard drive to be submitted three (3) working days after the event</li> </ul> <p><b><u>D. PRIZES/ RECOGNITIONS</u></b></p> <p>Twenty (20) Gift certificates worth PhP 5,000.00 to be given to the TPB member awardees during the program</p> <p><b><u>E. PROGRAM SOUVENIR</u></b></p> <p>450 pcs of classic red wine (Destileria Limtuaco) to be given as program souvenirs for the TPB Officials and TPB Members</p> <p>Packaging/ Holder: Sinamay Bag with wire 4x4x12 inches</p> <p><b><u>Submit sample for packaging and quality validation at least five (5) working days prio the event</u></b></p> <div data-bbox="450 1140 761 1447" data-label="Image"> </div> <p><b><u>F. LOGISTICS</u></b></p> <ul style="list-style-type: none"> <li>● One (1) unit of van, must be at least 2018 model</li> </ul> <p>Inclusive of fuel, driver, toll, parking, meals, and other related expenses</p> <p>Maximum use of 15 hours a day inclusive of overtime for 2 days</p> <p>Route: TPB Office- PICC and v.v with pick up/ drop off of TPB personnel's residence within Metro Manila <li>● Provision of three (3) holding rooms</li> </p>		
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	<p><b><u>G. OTHERS</u></b></p> <ul style="list-style-type: none"> <li>• Provision of incidental and other miscellaneous expenses amounting to <b>PhP 30,000.00</b> (additional participants, equipment rental, wifi connection/upgrade, coordination meetings, and other expenses)</li> </ul> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. DOT Accreditation Certificate</li> <li>3. SEC Certificate</li> </ol> <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. Notarized Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. 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 PhP990,000.000 inclusive of all applicable taxes.		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **21 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**

15 Nov. 2022  
Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**(MISS) GENESIS WEIYN B. LEE**  
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