

7 December 2022

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2022.12.499
PR No. 12.004

Requirements: Service Provider for Cultural Show / Entertainment
Project Title: International Ecotourism Travel Mart (IETM) International School of Sustainable Tourism (ISST) Km39 Aguinaldo Highway, Biga 2, Silang, Cavite

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 Tourism Promotions Board Philippines (TPB) is supporting the special event dubbed International Ecotourism Travel Mart (IETM) in the first quarter of 2023. The IETM is an annual event especially designed to bring together delegates and exhibitors to showcase products and services that have a strong ecotourism component, green technology, and sustainable green practices. The spotlight of the event is on ecotourism – an important concept for a region rich in diverse natural and cultural resources. At the core of ecotourism are the sustainability goals: experience nature and culture in all its diversity; ensure the protection and preservation of environment and culture; generate awareness, appreciation, and care for the destinations; create income for the local communities.</p> <p>The event aims to attract 154 booths/pavilions/exhibitors including tribal villages, market place sellers, travel</p>	Php300,000.00	Php300,000.00

	<p>mart exhibitors, sponsors, government services, and about 40-80 international delegates from the members of the Asian Ecotourism Network (AEN).</p> <p>The IETM is the first green travel mart and selling fair in the world presented by the AEN, a regional initiative of the Global Ecotourism Network (GEN) in partnership with the International School of Sustainable Tourism (ISST), Philippines. AEN is committed to connecting its stakeholders for knowledge transfer, consulting, marketing, and business development to achieve sustainability.</p> <p>II. OBJECTIVES</p> <p>The event has the following objectives:</p> <ul style="list-style-type: none"> • Share best practices on ecotourism from international experts in the field; • Provide an opportunity to network with ecotourism’s stakeholders on a global and regional level; • Promote the country’s ecotourism sites, indigenous practices and culture; • Create dynamism and excitement about ecotourism through ecofilm, demonstrations and artistic performances; • Promote the adaption of measures to mitigate and adapt to the challenges of climate change including climate-related risk management; and • Promote long-term political will for authentic ecotourism programs to help achieve sustainable development goals <p>III. SCOPES OF WORK/SERVICES</p> <p>Specifications:</p> <p>Date/Time : Opening Program on 28 March 2023 and Mabuhay Night Dinner on 1 April 2023 - to be confirmed (TBC)</p>		
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	<p>Venue : International School of Sustainable Tourism (ISST) Km39 Aguinaldo Highway, Biga 2, Silang, Cavite</p> <p>Audience : Estimated at 250 local delegates, 50 foreign delegates</p> <p>General Theme: Best of Philippine dances showing Luzon, Visayas and Mindanao culture, highlighting ecotourism and sustainability</p> <p>Components : 30-minute cultural show with master of ceremonies (emcee)</p> <p>IV. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS</p> <p>The project/performance will be implemented upon issuance of the Notice to Proceed at the Opening Program on 28 March 2023 and at the Mabuhay Night Dinner on 1 April 2023 - to be confirmed (TBC). Each will be about 30-minute cultural show with emcee services.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> <p>V. ADDITIONAL TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. The presentation should depict the best of the Philippine dances and fit for an international audience. 2. The presentation should be appropriate to the venue. 		
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	<ol style="list-style-type: none"> 3. The entertainment company shall provide the costumes and props necessary for the performances. 4. The presentation should showcase the beauty of the Philippines and the story of the Filipinos through music and exquisite dances. 5. The entertainment company must be flexible in dividing the dance presentation into sets as deemed fit in the program. 6. Supplier shall arrange for, and shoulder, the performers' professional fees and production assistants; travel and other expenses, including airfare, land transportation, accommodation, meals, and other miscellaneous expenses, as needed. 7. Supplier should provide the audiovisual system and musical instruments as applicable for the performance, as well as the narration if applicable, and the emcee for the program. 8. 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. 9. Submit the following together with the bid proposal: <ul style="list-style-type: none"> • Company profile with the list of local and international events performed in <p>VI. QUALIFICATIONS OF THE BIDDER</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 		
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	<p>3. Must have the expertise in the conceptualization and in the direction of performance in all fields of cultural dances</p> <p>4. Must be duly accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS)</p> <p>5. Must have performed overseas within the last 3 years</p> <p>VII. PAYMENT TERMS</p> <p>1. Send bill arrangement after the completion of services</p> <p>2. 30-days upon receipt of invoice</p> <p>3. 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>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>VIII. PROJECT OFFICER’S CONTACT INFORMATION</p> <p>Ms. ELOISA A. ROMERO Acting Head, Events Marketing and Services Division MICE Department Email: eloisa_romero@tpv.gob.gov.ph</p>		
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	<p>LEGAL REQUIREMENT:</p> <ul style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Omnibus Sown Statement (Annex "B") f. Company profile (New Supplier) <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex "A") b. Omnibus Sown Statement (Annex "B") <p>NOTE:</p> <ul style="list-style-type: none"> a. All entries must be typewritten on your company letterhead. b. Price Validity shall be for a period of thirty (30) calendar days. 		
Terms	30 days from receipt of Invoice		
Delivery	28 March 2023 and 1 April 2022		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php300,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **14 December 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.


ROSILLE D. ROMERO
07 December 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.	<p>Service Provider for Cultural Show / Entertainment Project Title: International Ecotourism Travel Mart (IETM) International School of Sustainable Tourism (ISST) Km39 Aguinaldo Highway, Biga 2, Silang, Cavite</p>	1 Lot	
	<p>Specifications:</p> <p>Date/Time : Opening Program on 28 March 2023 and Mabuhay Night Dinner on 1 April 2023 - to be confirmed (TBC)</p> <p>Venue : International School of Sustainable Tourism (ISST) Km39 Aguinaldo Highway, Biga 2, Silang, Cavite</p> <p>Audience : Estimated at 250 local delegates, 50 foreign delegates</p> <p>General Theme: Best of Philippine dances showing Luzon, Visayas and Mindanao culture, highlighting ecotourism and sustainability</p> <p>Components : 30-minute cultural show with master of ceremonies (emcee)</p> <p>PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS</p>		

	<p>The project/performance will be implemented upon issuance of the Notice to Proceed at the Opening Program on 28 March 2023 and at the Mabuhay Night Dinner on 1 April 2023 - to be confirmed (TBC). Each will be about 30-minute cultural show with emcee services.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>		
	<p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. The presentation should depict the best of the Philippine dances and fit for an international audience. 2. The presentation should be appropriate to the venue. 3. The entertainment company shall provide the costumes and props necessary for the performances. 4. The presentation should showcase the beauty of the Philippines and the story of the Filipinos through music and exquisite dances. 5. The entertainment company must be flexible in dividing the dance presentation into sets as deemed fit in the program. 6. Supplier shall arrange for, and shoulder, the performers' professional fees and production assistants; travel and other expenses, including airfare, land transportation, accommodation, meals, and other miscellaneous expenses, as needed. 7. Supplier should provide the audiovisual system and musical instruments as applicable for the performance, as well as the narration if applicable, and the emcee for the program. 8. Supplier should coordinate with the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, 		

	<p>staging, emcee spiels (if any), schedule of the dry run, and other elements the show.</p> <p>9. Submit the following together with the bid proposal:</p> <ul style="list-style-type: none"> • Company profile with the list of local and international events performed in 		
	<p>QUALIFICATIONS OF THE BIDDER</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. Must be duly accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS) 5. Must have performed overseas within the last 3 years 		
	<p>PAYMENT TERMS</p> <ol style="list-style-type: none"> 1. Send bill arrangement after the completion of services 2. 30-days upon receipt of invoice 3. 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.,</p> 		

	<p>Manila 1100</p> <p>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>			
	<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]