

02 December 2022

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. TPB-PR 2022.12.484

Requirement: SUPPLY AND DELIVERY OF ONLIME MEETING PLATFORM, TECHNICAL AND LOGISTICAL SREQUIREMENT, AND COLLATERALS FOR THE CONDUCT OF THE PHILIPPINE TOUR GUIDES HYBRID CONFERENCE

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Philippine Tour Guides Hybrid Conference Date / Time : 19-22 February 2023 (date is subject to change) Venue : Iloilo City (TBD) Number of pax : 130 onsite /500 online participants</p> <p>Scope of Works/Deliverables</p> <p>A. Online Meeting Platform Provision of online platform that can handle 500 online participants</p> <p>B. Event Concept, Guide, and Details</p> <ol style="list-style-type: none"> 1. Registration for the hybrid workshops 2. Provide moderators, facilitators, administrative staff, and technical staff to assist and engage with the participants online and on-site sessions. May recommend additional staff. 3. Provide a Coordinator to meet with the TPB Secretariat Team for the preparation, requirements, and discussion of workshop flow, activities, and other requirements 4. Oversee the overall flow of the workshop from pre-event to onsite support, including virtual presentation of the resource speakers and submit proposed Program Flow. 5. Develop an online survey/evaluation of the webinar and submit a statistical report and analysis based on the result. 	1,000,000.00	1,000,000.00

	<ol style="list-style-type: none"> 6. Provide a Certificate of Participation for participants who completed the required number of webinar hours 7. Ensure compliance to minimum health protocols according to the IATF guidelines in the holding of a Hybrid Event 8. Playback of official TPB AVPs 9. Collect and compile copies of the Resource speaker’s presentation (If Needed) 10. Assist in the dissemination and collection of feedback forms and provide a summary of the feedback result. <p>C. Provision of Collaterals</p> <ol style="list-style-type: none"> 1. Stage Backdrop/Standee Tarpaulins, Registration counters, and other displays 2. The concept for the execution of Invocation and National Anthem (If needed) 3. Provide Virtual Background for Virtual Resource Speakers <p>D. Documentation</p> <ol style="list-style-type: none"> 1. Photo Documentation and Recording of workshop proceedings 2. Submission of three sets of hard copy of proper documentation per leg including photos and videos in external hard drive <p>E. Provision of Technical Requirements</p> <ol style="list-style-type: none"> 1. Production Equipmnet 2. Audio System 3. Light System(if needed) 4. Mobile Broadband Connection (1,000 mbps) 5. Video LED Wall (12’ x 9’) <p>F. Logistics</p> <ol style="list-style-type: none"> a. EMC Personnel Accommodations, Meals and Airfare c/o TPB b. Technical Logistics c/o EMC c. EMC Team from Manila RT PCR Testing c/o TPB thru PCMC Partnership otherwise c/o winning bidder RT PCR 48 hours or COVID-19 Antigen Test 24 hours before the trip. 		
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	<p>TECHNICAL REQUIREMENTS</p> <ul style="list-style-type: none"> a. Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable b. Company Profile c. List of ongoing government and private contract for the last five (5) years whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the contract - Submit Notice of Award or Notice to Proceed or Contract <p>LEGAL REQUIREMENTS</p> <ul style="list-style-type: none"> a. PhilGEPS Registration Certificate b. Business/Mayor's permit c. Business/Income Tax Return Certificate d. Omnibus Sworn Statement <p>Attachments:</p> <ul style="list-style-type: none"> a. Technical Specifications b. Revised Omnibus Sworn Statement <p>Note:</p> <ul style="list-style-type: none"> a. All entries must be typewritten in your company letterhead. b. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. c. The quotation shall include program flow and CV of the Key Personnel 		
Terms	As stated		
Delivery	As stated		
ABC	PhP1,00,000.00 inclusive of applicable taxes		

Please submit your **quotation** together with the **technical and legal documents** enumerated above to email address bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph not later than **9 December 2022, until 5:00pm.**

The **submission of the quotation and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.** For easy identification of email, the subject shall be in this format: **Tour Guides <Company Name>.**

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
05 December 2022
 Acting Head, Procurement and General Services Division
 Administrative Department

