

REQUEST FOR QUOTATION

02 December 2022

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

Quotation No. TPB-RFQ 2022.12.488

PR No. 11.091

REQUIREMENTS: SERVICES OF A PRODUCTION/EVENT MANAGEMENT COMPANY FOR THE ASEAN TOURISM FORUM (ATF) 2023

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p>Services of a Production/Event Management Company for the ASEAN Tourism Forum (ATF) 2023</p> <p>SCOPE OF WORK/SERVICES:</p> <ol style="list-style-type: none"> Provision of live cultural performances by a maximum of fifteen (15) performers including the director, emcee, photographer/videographer, and/or technician including; Venue and Stage Design and Styling <p>Performers must include:</p> <ol style="list-style-type: none"> Talents featuring an array of Philippine cultural and contemporary musical and visual entertainment. <p>Date: 05 February 2023 (Lunch)</p> <p>Venue: Arjuna A & B Room, Jogja Expo Center, 2nd Floor</p> <p>Suggested travel dates: 03-06 February 2023 (3 days)</p> <p>Time: 12:00PM – 02:00PM (actual time of event)</p>	PhP700,000.00	PhP700,000.00

	<p>No. of pax/Audience: 350 foreign delegates and VIPs</p> <p>Length of show: 15-20 minutes for the main production (cultural and contemporary performance)</p> <p>Note: Should there be any instructions or directives from the DOT/TPB Management, the production team/EMC should be able to adhere and adjust the program accordingly.</p> <p>The Production/Event Management Company shall:</p> <ol style="list-style-type: none"> 1. Provide a proposed repertoire for the performance; 2. Provide physical and technical requirements and coordinate with the TPB and ATF 2023 technical team of the venue for the set up and installation of all physical and technical requirements, to include, but not be limited to the following: <ul style="list-style-type: none"> ▪ Audio-Visual and Lighting System (speakers, microphones, etc.) ▪ LCD projector and screen (as needed) ▪ Stage truss system (as needed) ▪ Microphones (lapel and wireless) and amplifiers ▪ Laptops (mac and windows) with appropriate connectors ▪ Presentation Clicker/Laser Pointer ▪ Appropriate cables and video adapters (VGA, HDMI, etc.) ▪ Professional lighting system (if needed) ▪ Other Technical requirements of the Secretary for her speech (e.g. Easel Sheets and easel stand, etc.) 3. Form an Event Management Team to oversee the lighting, sound, special effects, audio-visual, stage design, blocking, etc: 		
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	<ul style="list-style-type: none"> ▪ Event Coordinator; ▪ Event Director; ▪ Stage Manager; ▪ Technical Director/Production Manager; ▪ Event Photographer (preferably available on standby from 02-05 February 2022 to be able to cover for the TRAVEX Meetings and Media Briefing Sessions); and ▪ Others as may be necessary <ol style="list-style-type: none"> 4. Oversee, coordinate, and present a final dry-run of the program including the performers a day before the event for final approval of DOT and TPB; 5. Document in photo and video all presentations in the sessions and all event/show presentations and submit to the organizers in an external hard drive; 6. Provide Antigen tests as Travel Requirement for the whole group as necessary; 7. Provide music genre and dance performances should be fit for an international audience; 8. Submit a list of the proposed performers' repertoire should be submitted to the Procurement and Project Officer/s on or before 08 December 2022; and 9. Recommend the best artists and performers preferably internationally acclaimed, as well as new, fresh regional talents who will perform during the event, for the approval of TPB. <i>(Note: Should there be any instructions or directives from the DOT / TPB Management, the production team / EMC should be able to adhere and adjust the program accordingly.)</i> <p>Note:</p> <ul style="list-style-type: none"> ▪ The Entertainment Plan should depict the best of the Philippine performances through music, songs and dances in a 		
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	<p>unique approach fit for an international audience. The Entertainment Plan should feature the best and most appropriate fusion of cultural and modern Filipino performances;</p> <ul style="list-style-type: none">▪ Any deviation/ changes to be made/ implemented in the deliverables listed in the scope of services will be subject to the approval of TPB as long as it is within the ABC;▪ Video and photo documentation and other materials (e.g. original song compositions, decorative displays, etc.) specially created for this event should be under the ownership of TPB after the event; and▪ Duration of work commences after the Notice to Proceed until the submission of video and photo documentation of the event. <p>PROJECT IMPLEMENTATION SCHEDULE:</p> <table><tr><th>Date/Time</th><th>Activity</th><th>Remarks</th></tr><tr><td colspan="3">03 February</td></tr><tr><td></td><td>Group Arrival in Yogyakarta, Indonesia</td><td>Event photographer recommended to arrive on 01 or 02 February 2023.</td></tr><tr><td colspan="3">04 February</td></tr><tr><td></td><td>Rehearsals</td><td></td></tr><tr><td colspan="3">05 February</td></tr><tr><td>12:00PM</td><td>Stage Blocking and Sound checking, ingress of props, etc.</td><td>Time – TBC *TPB to check with organizers if they can provide a holding room for costumes etc.</td></tr></table>	Date/Time	Activity	Remarks	03 February				Group Arrival in Yogyakarta, Indonesia	Event photographer recommended to arrive on 01 or 02 February 2023.	04 February				Rehearsals		05 February			12:00PM	Stage Blocking and Sound checking, ingress of props, etc.	Time – TBC *TPB to check with organizers if they can provide a holding room for costumes etc.		
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	12:30pm	TRAVEX Lunch Program: <ul style="list-style-type: none"> • Welcome Remarks • Keynote Speech by DOT Secretary • Lunch • Performance 			
	06 February				
		Departure to Manila			
	<p>ADDITIONAL TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Professional fees of the performing artists including emcee; 2. Pre-production preparation; 3. Overall musical direction; 4. Production management and on-site supervision and technical support; 5. Continuity script and intro spiels; 6. Rehearsals, studio rental costs, production meeting costs; 7. Costumes and musical instruments; 8. Allowance/per diem at USD 75.00/person/day of all the production team and performers for the duration of the travel dates; 9. Piped in music material (if applicable); 10. Ensure participants have valid passports; 11. Administrative costs; and 12. Miscellaneous expenses. <p>THE PRODUCTION/EVENT MANAGEMENT COMPANY MUST:</p> <ol style="list-style-type: none"> 1. Filipino owned, operated and legally registered Events Management Company / Production House / Conference Integrator under Philippine laws; 2. Registered in the Philippine Government Electronic Procurement System (PHILGEPS); 				

	<ol style="list-style-type: none"> 3. Have team members who all have a minimum of three (3) years of experience in organizing similar events; must be able to submit list of similar local events handled in the past and list of current on-going/forthcoming projects; 4. Submit a Company profile; and 5. Have a wide network of talent contacts with repertoire to include ethnic, pop, classical, jazz, etc, as well as traditional and alternative cultural groups, and should be able to negotiate preferential rates and terms. <p>TPB DELIVERABLES:</p> <ol style="list-style-type: none"> 1. Roundtrip economy international air tickets for Manila-Yogyakarta-Manila for a maximum of 15 pax from 03-06 February 2023 **actual travel date may vary; 2. Hotel accommodation in Yogyakarta, subject to final submission of list of participants and rooming list for final approval of TPB; 3. Extra baggage allowance for props and costumes for the international and domestic transfers, if any; 4. Airport/hotel transfers and transportation to and from the convention center; and 5. Technical requirements at the venue. <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. SEC/DTI Registration Certificate 4. Income/Business Tax Return 5. Notarized Omnibus Sworn Statement 6. Duly Signed Bid Quotation/Proposal 7. Duly Signed Statement of Compliance to the Technical Specifications 		
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	ATTACHMENTS: 1. Statement of Compliance to the Technical Specifications NOTE: 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 OF PAYMENT	1. 1st payment (15% of full amount) – mobilization fee upon signing of contract and submission of the following requirements: <ul style="list-style-type: none"> ▪ List of performers and passport copies; and ▪ Full repertoire of the performance with video sample (if applicable); 2. 2nd payment (85% of full amount) – after the event and full accomplishment of the entertainment package.		
ABC	Approved Budget for the Contract (ABC) is PhP700,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents through email at **neriesse_casitas@tpb.gov.ph** not later than **09 December 2022 at 5:00PM**, 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

05 December 2022

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

NERIESSE ANNE B. CASITAS
(8) 525-7312 local 273