

## REQUEST FOR QUOTATION

05 December 2022

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

**Quotation No.** TPB-PR.2022.12.491

**PR No.** 11.096

**REQUIREMENTS: SERVICES OF A RESEARCH/SURVEY COMPANY TO UPDATE THE DATABASE FOR MEETINGS, INCENTIVE TRAVEL, CONVENTIONS, AND EXHIBITIONS (M.I.C.E.)**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SERVICES OF A RESEARCH/SURVEY COMPANY TO UPDATE THE DATABASE FOR MEETINGS, INCENTIVE TRAVEL, CONVENTIONS, AND EXHIBITIONS (M.I.C.E.)</b></p> <p><b><u>SCOPE OF WORK/SERVICES</u></b></p> <p><b>A.</b> The service provider shall perform the following:</p> <ol style="list-style-type: none"> <li>1. Preparation of the inception report to include the number of target respondents, final methodology, and project schedule, subject to the approval of TPB.</li> <li>2. Signing of a Non-Disclosure and Confidentiality Agreement by the researchers and all of their partners to ensure confidentiality of the data to be provided to them by TPB.</li> <li>3. Preparation of the research instruments, subject to the approval of TPB, and adjustment of the research instruments as requested by TPB up to three (3) revisions.</li> <li>4. Data gathering based on the approved project schedule. The data to be gathered includes the name of MICE establishment, contact details, address, capacity in</li> </ol>	PhP800,000.00	PhP800,000.00

	<p>theater and banquet set-up of the MICE venues, and at least one photo of the corresponding function area. See attached Excel file with the old data that needs to be updated.</p> <p>5. Properties that no longer exist must be deleted, and new MICE venues must be included. Areas covered are: Metro Manila, Cebu, Bohol, Baguio/Banaue, Boracay, Clark/Subic, Iloilo/Bacolod, Laoag/Vigan, Bicol, Palawan, Tagaytay and Cagayan de Oro.</p> <p>6. Initial presentation of the result, subject to adjustments recommended by TPB after the initial presentation, and presentation of the final output.</p> <p><b>B.</b> Please refer to the following definition of terms:</p> <p><b>1. Associations</b> - an organization of people with a common purpose and having a formal structure. For the purpose of this research, only associations registered with the Securities and Exchange Commission (SEC), preferably with international counterparts are to be considered for this database.</p> <p><b>2. Top Corporations</b> – Refers to large companies or corporations which conduct events similar to associations. The Philippines’ top corporations are likewise a good source of meetings, conferences and incentive travel groups, hence the contact details of the particular offices under these corporations which are in charge of organizing similar activities are of interest for this database.</p> <p><b>3. Professional Congress/Events Organizers</b> - A professional conference organizer, professional congress organizer or conference company is a company which specializes in the organization and management of congresses, conferences, seminars and similar events.</p>		
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	<p><b>4. MICE Facilities</b> – Properties such as convention centers, hotels, function halls, and other meeting spaces in the Philippines. Information needed for this database includes size of meeting space in square meters, banquet and theater capacity, availability of accommodation per category and catering facilities, as well as other MICE ancillary services, and should be sorted per region.</p> <p><b>5. MICE Support Systems in the Government</b> – this includes national government agencies, government owned and controlled corporations, and other government institutions with functions that are relevant to MICE, such as Airports, Bureau of Customs, Immigration, and Quarantine, Department of Health (with particular interest on offices in charge of border controls and emergency contacts), Department of Trade and Industry and its attached agencies, the Philippine National Police, etc.</p> <p><b>C. List of Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. Inception Report</li> <li>2. Questionnaires/research instruments</li> <li>3. Initial presentation of the result, subject to adjustments recommended by TPB after the initial presentation</li> <li>4. Presentation of the final output in both printed (3 copies) and editable non-proprietary electronic formats i.e. MS Excel file or equivalent. Please see attached sample.</li> </ol> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> <li>3. Submit a list of similar ongoing and completed government and/or private contracts for the last five (5) years.</li> </ol>		
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	<p>4. Curriculum vitae of all key personnel must be submitted. *Conformity to the key personnel composition:</p> <ul style="list-style-type: none"> <li>● Overall project manager and coordinator</li> <li>● Field manager</li> <li>● Data processing manager/encoding supervisor</li> </ul> <p>5. Submit copy of a Notice to Proceed/ Contract for similar ongoing projects, or Certificate of Satisfactory Completion for similar completed projects.</p> <p>6. Member of any internationally-recognized association of marketing research agencies <i>*Provide proof of membership/Certification</i></p> <p>7. Compliant to legal standards on data privacy and protection.</p> <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. Omnibus Sworn Statement</li> <li>5. Secretary's Certificate</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. MICE Database Inventory</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 the invoice		
ABC	Approved Budget for the Contract (ABC) is PhP800,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **12 December 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**  
05 December 2022  
Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

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