

REQUEST FOR QUOTATION

18 January 2023

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

Quotation No. TPB-RFQ 2023.01.009

PR No. 1.022

REQUIREMENTS: SERVICES OF A PRODUCTION HOUSE FOR CULTURAL PERFORMANCES

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p>Services of a Production House for Cultural Performances</p> <p>TECHNICAL SPECIFICATIONS:</p> <p>A. <u>Specifications</u></p> <ol style="list-style-type: none"> 1. Main deliverable: Seven (7) performances (TPB will be charged based on actual performances conducted only, and within the contract amount) 2. Date/time: Dates to be determined with at least one (1) month prior notice 3. Venue: Performances will be held at the designated venue within the Philippines, two (2) within Metro Manila and five (5) outside Metro Manila i.e., in Luzon, Visayas and/or Mindanao 4. Duration of each performance: Each performance will be composed of a 30-minute repertoire featuring the best of Philippine dances showing Luzon, Visayas and Mindanao culture, highlighting inclusivity and sustainability. 		PhP980,000.00

	<p>5. Audience: The audience is composed of 100-300 local and foreign delegates, more or less</p> <p>B. Requirements</p> <ol style="list-style-type: none"> 1. The presentation should depict the best of the Philippines in music, songs, and dances, both traditional/cultural and contemporary genres in a fresh, dynamic, and unique approach, and fit for an international audience. 2. The presentation should feature highly skilled and appropriate Filipino performers. 3. The presentation should be appropriate to the venue, with lively music and dance numbers to draw the crowd's attention with a duration of no less than 30 minutes. The supplier must be flexible in dividing the dance presentation into sets as deemed fit in the program. 4. The supplier shall provide the costumes and props necessary for the performances. 5. The 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. 6. The supplier shall coordinate directly with the event organizer's contact person upon TPB's introduction with regards to the venue and other technical requirements such as lights and sounds, audiovisual requirements, staging, program, dry run and other elements of the show prior to the day of performance. 7. The supplier must submit a proposal detailing the full entertainment plan and final program scenario to the TPB, for approval. 		
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C. Other Requirements for Submission

The supplier must submit the following along with the quotation/proposal:

1. Company profile
2. List of local and international events/performances in the past 3 years
3. Sample photo/video documentation of past performances/shows
4. Recommended artists/performers and proposed repertoire initially for the PAL-Korea Golf Tournament on 17 February 2023 at The Bayleaf Cavite

BIDDER'S QUALIFICATIONS:

The supplier must:

1. Be Filipino-owned, operating and legally registered events management company or performing group/production company under Philippine laws;
2. Have a minimum three (3) year-experience in organizing medium-scale events and performances of dances ranging from traditional, cultural, classic, folk, ballroom, to modern and contemporary genres, featuring Filipino artists and talents;
3. Have a wide network of talented contacts, i.e., various performers of music, songs, and dances;
4. Have expertise in the conceptualization and in the direction of performances in various Philippine cultural dances;
5. Have handled at least two (2) government projects/events;
6. Have participated in international competitions and conduct of performances/shows abroad.

	<p><u>PROJECT IMPLEMENTATION SCHEDULE:</u> The project/performance will be implemented upon issuance of the Notice to Proceed at date and time to be provided by TPB upon confirmation of the event at least one (1) month before the date of the performance.</p> <p><u>CONTRACT DURATION:</u> All performances must be delivered within the fiscal year 2023. If the performance is cancelled due to unforeseen circumstances, TPB will be charged based on actual performances conducted only, and within the contract amount.</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Proposal/Quotation must be typewritten on your company letterhead. 2. Price validity shall be for a period of <u>thirty (30)</u> calendar days. 3. Price quotation/rate shall be inclusive of all applicable charges and taxes. 		
<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 Quotation/Proposal 7. Duly Accomplished Statement of Compliance to the Technical Specifications (“Annex A”) 		
<p>Terms of Payment</p>	<ol style="list-style-type: none"> 1. The terms of payment shall be on a send-bill arrangement with the TPB. The contract amount is payable upon satisfactory completion of the aforementioned services within 30 days from TPB’s receipt of the billing statement and terminal report and/or photos of each performance (i.e., staggered payment upon completion of each performance). 		

	<p>2. The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p>3. Secured sponsorship or discounted rates should be deducted to total expenses.</p>		
ABC	<p>1. The approved budget for the contract is Nine Hundred Eighty Thousand Pesos (Php980,000.00) inclusive of all applicable taxes.</p> <p>2. Provide the breakdown per performance x number of performances (i.e., 7 performances composed of 2 in Metro Manila and 5 outside Metro Manila).</p>		

Kindly submit your quotation and all above mentioned requirements through email at **neriesse_casitas@tpb.gov.ph** not later than **24 January 2023 at 4:00PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Furthermore, 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.

ELOISA A. ROMERO
Head, Procurement and General Services Division
Administrative Department

Contact Person **NERIESSE ANNE B. CASITAS**
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